

**TOWN OF  
SOUTHWEST RANCHES, FLORIDA**



# **ADOPTED BUDGET**



**FISCAL YEAR 2016-2017**

**OCTOBER 1, 2016 – SEPTEMBER 30, 2017**

**TOWN OF SOUTHWEST RANCHES**  
**ADOPTED BUDGET**  
**Fiscal Year 2016-2017**



**TOWN COUNCIL**



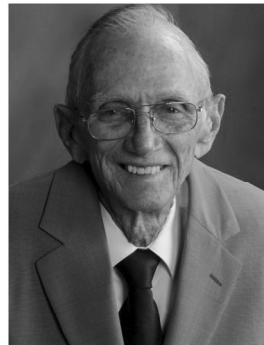
Mayor  
Jeff Nelson



Vice Mayor  
Doug McKay



Councilmember  
Steve Breitkreuz



Councilmember  
Freddy Fisikelli



Councilmember  
Gary Jablonski





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

### **Administrative Staff & Town Charter Officers**

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Andrew D. Berns, MPA  
Town Administrator

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

Keith Poliakoff, JD  
Town Attorney

Martin D. Sherwood, CPA, CGMA, CGFO  
Town Financial Administrator

Fiscal Year 2016—2017

## 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/transparency.



2016 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Kiana Kidder*

## **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, 2016 and ending September 30, 2017, 2) the level to which those services will be provided and 3) what modifications to previous year practices and policies are recommended for collection of revenue and distribution of resources. The Town Administrator's and Town Financial Administrator's adopted budget message (located on pages 1(A)-(C) 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 15/16) budget to projected prior year expenditures, explains the variances in expenditures from the projected prior year (FY 15/16) to adopted current year (FY 16/17), and identify adopted 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 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/Transparency Device**

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

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

Once the format is understood, this budget provides a user-friendly roadmap to the Town's financial and operational performance in the current fiscal year and adopted 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) Town's budget calendar
- 4) Millage information
- 5) Summary 5-year capital improvement plan
- 6) Summary of adopted schedule of financing
- 7) Fire Assessment information
- 8) Solid Waste Assessment information
- 9) Organizational Chart
- 10) Personnel Complement



2016 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Sandra Matthews*

**FY 2016-2017**



## **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 Breitzkreuz**, Council Member

**Freddy Fisikelli**, Council Member

**Gary Jablonski**, Council Member

### *Town Administration*

**Andrew D. Berns**, MPA, Town Administrator

**Russell Muñiz**, MBA, MPA, MMC, Assistant Town Administrator/Town Clerk

**Keith M. Poliakoff**, JD, Town Attorney

**Martha D. Sherwood**, CPA, CGMA, CGFO, Town Financial Administrator

October 1, 2016

## **FY 2017 Adopted Budget Transmittal Letter**

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

The information contained in this document represents the results of several months (February through September) of policy and spending development between the Mayor, Town Council and Staff. It addresses as many interests and policy concerns as possible. The document guides departmental priorities and spending throughout the fiscal year (October 1, 2016 through September 30, 2017). As a planning document, it is organic and makes room for changes in priorities, costs, and incomes. Unless amended with a level of formality similar to the adoption process, it establishes the maximum limits on appropriations and thereby expenditures for funds of the Town of Southwest Ranches. It reflects adopted maximum rates and assessments that residents will be charged for various services, and informs all people concerned about the methods of operation of the Town.

The Town of Southwest Ranches' FY 2017 Adopted Budget results from a long, cooperative, transparent and participatory process. Consistent with the transparency of this process, this letter supplements (rather than replaces) the transmittal letter that accompanied the FY 2017 Proposed Budget. A copy of that letter immediately follows this one on pages 2-8. The intention of this letter is to highlight the modifications resulting from our 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 2017 budget year (October 1, 2016 – September 30, 2017).

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

The aggregate value (the value of all properties within the Town combined) increased with the January 2016 Broward County Property Appraiser's assessment which effects the millage maximums allowed by State law. This budget provides for continual funding of the Transportation Surface Drainage Ongoing Rehabilitation (TSDOR) project within the total operating millage as well as a number of other capital project and program modifications. Together these elements increase services to the community and invest in maintenance and improvement projects.



Funding multiple program modifications for quality of life and operational improvements recommended by the community will move forward even though other economic pressures for the Town are occurring. The Town is experiencing anticipated increases to debt payment obligations and has seen reductions in overall grant funding. Addressing these expenditure increases, income decreases and community expectations, results in a balanced budget with a modest operating millage increase (the first in over a decade).

The total millage first proposed by staff was 4.5454 mills for operations, quality of life improvements and TSDOR. As a result of the Mayor and Town Council budget workshop during August 2016, the aggregate proposed millage rate was revised and reduced to 4.5254 mills. This was accomplished by reducing expenditures (\$24,450) (net) via eliminating townwide rights-of-way fertilizer and mulch (\$52,339) which was offset by increasing town hall painting \$11,044 and fully funding the GIS software program modification of \$16,845. Additionally, \$14,000 in unassigned General Fund-Fund Balance was preserved via utilization of a late FY 2016 lien collection received within the Capital Projects Fund intended and applied toward the Southwest Ranches Equestrian Park irrigation capital improvement project.

Accordingly, the millage rate for consideration at the first public hearing was the revised one of 4.5254 mills. Over the course of the public hearings, the Mayor, Town Council, Staff, and the Public continued to work together to best balance a diversity of interests. As a result, the amount of funding needed from property taxes (millage) was further reduced by \$76,389. This was accomplished by:

- 1) Not funding the Town Hall repainting (\$16,544) and,
- 2) Utilizing General Fund – Fund Balance (reserves) to:
  - a. Fully fund the Geographical Information System (GIS) Software Program Modification (\$16,845) and,
  - b. Partially fund the Griffin Road – West Irrigation Program Modification (\$28,000) and,
- 3) Utilizing Transportation Fund – Fund Balance to complete the funding for the Griffin Road – West Irrigation Program Modification (\$15,000).

With all these funding changes made, the final FY 2017 millage rate including operating and all project costs including TSDOR, was adopted at 4.4629 mills. The originally proposed millage rate reflected an approximate millage rate increase of .21 mills (21 cents per thousand in taxable value). As a result of continuing efforts in the Town Council budget workshop and public hearings, this increase was reduced by approximately 8 cents, resulting in an overall increase in the final adopted rate to approximately 13 cents per \$1,000 of taxable property value over the prior year. Of the thirty-one municipal taxing districts in Broward County, Southwest Ranches remains as the seventh lowest combined (operating and debt) millage rate for the second consecutive fiscal year.

All other Capital Improvement Projects for FY 17 were adopted by the Town Council as recommended in the FY 2017 original Proposed Budget Book as were the Program Modifications except for those changes discussed above.

### **Adopted Service Rates Summary**

After decreases in Fire Assessment rates in FY 2016, the FY 2017 rates are either unchanged or an increase of \$9.11 annually depending upon the property category. Solid Waste Collection, disposal and Recycling rates, which had a modest increase in FY 2016 after three years of decreases, adopted rates unchanged in FY 2017.

### **Summary Comments**


In summary, the most significant changes in the Town of Southwest Ranches Adopted FY 2017 Budget compared to the FY 2017 Proposed Budget were: 1) the use of fund balances to fund some projects and 2) a corresponding reduction in expenditures (net) to the millage rate from proposal to adoption. The respectful debate and discussion that informed the final formation of this adopted budget offers an example of how a cooperative democratic process can result in better governance. Continued close communication between the Town Council, Administration, Staff and the Public is anticipated as the Town Council priorities for maintaining and securing the Town of Southwest Ranches are advanced. The Adopted FY 2017 budget provides the framework.

We look forward to continuing to work together and seeking 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, MPA

Town Financial Administrator:

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



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**

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**Steve Breitzkreuz, Council Member**

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**Gary Jablonski, Council Member**

*Town Administration*

**Andrew D. Berns, MPA, Town Administrator**

**Russell Muñiz, MBA, MPA, MMC, Assistant Town Administrator/Town Clerk**

**Keith M. Poliakoff, JD, Town Attorney**

**Martin D. Sherwood, CPA, CGMA, CGFO, Town Financial Administrator**

July 15, 2016

## **FY 2017 Proposed Budget Transmittal Letter**

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

It is the rare week lately that one hasn't heard concerns about governments not protecting its residents, and conversely, of calculated attacks on individual members of government who take their responsibility to serve, protect and improve lives seriously. As we continue to take our challenges seriously over the next several months we (the Council, Administration, and the Public of Southwest Ranches) will continue to work deliberately, openly and intentionally to shape the best possible spending policy for the Town of Southwest Ranches to ensure equity, civility and progress. It is our pleasure, and responsibility, to initiate that process by providing Administration's Fiscal Year 2016/2017 Proposed Budget.<sup>1</sup>

The document before you is our best effort to identify and direct sufficient resources to meet Council policy objectives while not overburdening taxpayers. This proposed budget is conservative in approach with revenues estimated on the low end of a probable range and expenditures estimated on the high end of a probable range. Where exact calculations were possible, they were utilized.

While conservative in financial approach, the proposals are dynamic in terms of quality of life enhancement and systems improvements. Staff has evaluated how to make improvements in program operations and quality of life improvements for our visitors, residents, and business owners. Nearly \$371,000 (\$370,944) in program modification opportunities were identified in addition to the larger capital improvement projects (such as the Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program).

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<sup>1</sup> References to fiscal years (such as FY 2017) are shorthand for the year ending September 30, 2017. Fiscal Year 2017, for example, may also be represented as FY 2017, FY 16/17, or FY 17. Wherever standardization is possible, it has been utilized.

With the awareness that each dollar spent impacts our residents, administration has reduced the program modification requests by over 38%. The proposed funded \$228,634 represent responses to community concerns and will be addressed in greater detail later.

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

Funding approximately 62% of the program modifications for quality of life and operational improvements recommended by the community is combined with anticipated increases to debt payment obligations. Additionally, the Town has seen reductions in overall grant funding. Addressing these expenditure increases, income decreases and community expectations, results in a balanced budget with a modest operating millage increase (the first in over a decade).

#### ***Millage:***

The combined ad valorem need above “roll-back” is \$495,000. This amount addresses both the issues above as well as the non-operating project cost (TSDOR). This proposed budget addresses the above issues by elevating next year’s millage for operating purposes by 0.2000 mills (20 cents per \$1,000 in taxable value). This proposed new rate for operations (4.1404 mills) remains one of the lowest among Broward County’s approximately thirty municipalities. It should be noted that the 4.1404 mill rate for operations and general quality of life improvements does not address all millage items.

The TSDOR project reserve and expenditures remains the largest driving force in non-operating millage increases. This substantial project reaches over 21+ years and addresses improvements and maintenance to over 90% of Town roadways to ensure they are among the safest and very best in Broward County. To reach that goal a non-operating millage has been established each year since 2015 as part of the budget process. The average anticipated costs for this project, including contingency replenishment is \$495,000 and what is recommended as proposed for FY 2016-2017 revenues (a .0100 mill increase from FY 2015-2016 millage rate for this project). The proposed millage for the pay-as-you-go TSDOR project is .4050 mills.

In summary, this proposed budget is funded at a combined millage rate of 4.5454 mills for both operating improvements and TSDOR development and will require, per Florida Statute, not less than a super-majority vote by Council members (4 out of 5 voting in support). On \$250,000 of taxable value, this rate represents a combined \$101 dollar increase over the FY 2016-2017 “roll-back” rate of 4.1404 mills. The proposed rate increases combined with increases in property valuation, result in a requirement to advertise a 9.78% tax increase.

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

This rate addresses fire personnel, fire operations, planning, and capital improvements related to fire services such as: prevention, awareness, and suppression. The rates for fire assessment were driven down in the current year (FY 15/16) as a result of Volunteer



Fire Department (VFD) operational changes, imposed by Town Council. The decrease per residential dwelling unit (RDU) was \$35.34. However, this FY 16/17 Proposed Budget is funded with an increase of \$9.11 per RDU. This proposed budget funds program modifications related to the Volunteer Fire operations to improve the quality of safety equipment for personnel and to strategically procure and perform SCBA flow meter maintenance in-house rather than continue with annual outsourcing. Ultimately, it is contractual escalators within the Town's service contract with Davie, rather than program modifications for the VFD, which create the need to increase rates.

***Solid Waste Assessment Rates:***

Between FY 2013 through FY 2015, the Town of Southwest Ranches was able to reduce the total costs for Solid Waste services by approximately thirty-seven percent (37%) to arrive at a tightly budgeted proprietary fund where service fees roughly match fund expenditures. In FY 2016 (current year), staff was notified of anticipated expenditure increases to the Town in the form of mandated contractual consumer price and fuel indices adjustments. Modest increases (\$0.77 to \$9.80) resulted. For FY 2017 staff has also been notified of anticipated expenditure increases resulting from consumer price indices. However, a significant reduction in the fuel index is able to offset these potential increases. Accordingly, Staff is pleased to recommend no changes to the FY 2016-2017 rates. Solid waste assessment rates are based on parcel lot square footage.

<b>Cost Name</b>	<b>FY 16/17 Proposed Budget Change</b>
Ad valorem (Property Tax) Rate: 4.1454 GF Operating/"Roll-Back" rate + 0.4050 TSDOR = 4.5454 mills	GF Operating/"Roll-back"= no change + TSDOR = \$101 net increase on \$250,000 of taxable value
Fire Assessment Rate(s)	\$9.11 increase per residential dwelling unit
Solid Waste Assessment Rate(s)	No Change (based on parcel lot square footage)

**General Fund**

In FY 2016 the use of unassigned and restricted fire control fund Fund Balance (reserves) were budgeted to fund certain capital improvement projects. The use of reserves (savings) should always be approached with caution, particularly to fund operational expenses; this is the domestic equivalent of living off of one's savings. In light of this general concern, administration recommends use of \$34,350 of unassigned General Fund Fund Balance (reserves) for funding a one-time, Southwest Ranches Equestrian Park Irrigation CIP within the FY 2017 proposed budget. The Capital Projects Fund and Transportation Fund are appropriated dollars as those funds are not generally expected to hold a significant balance. Use of Capital Project fund reserves for capital projects is recommended in this budget as are reserves dedicated for Transportation purposes within the Transportation fund.

### Capital Improvements

This proposed budget balances Council priorities with available resources in the area of Capital Improvement Projects (CIPs). The following twelve CIPs are funded. Available resources for funding four additional projects have not been identified. The Proposed FY 2017 Budget utilizes a combination of grant funding, General Fund Transfers, and an appropriation of fund balance (unassigned, assigned and restricted) all within the General, Capital Projects and Transportation Funds.

Funds continue to be assigned and restricted for the comprehensive Transportation Surface Drainage Ongoing Rehabilitation (TSDOR) project. This project results from a multi-year analysis suggesting total rehabilitation costs in excess of almost thirteen million nine hundred thousand dollars (\$13.9m) for major repair and improvements of Town owned and maintained streets. The project is to be funded through a restricted, “pay-as-you-go” model. Specific construction elements planned for FY 2017 are detailed within the description on this project.

### **Not Funded FY 2016/2017 Capital Improvement Project Requests\*\***

These projects are not funded in the proposed budget for FY 2017 for a number of potential reasons. A few are: 1) managing additional projects may be too cumbersome, 2) funding may not be available or 3) project timing suggests a delay is appropriate. A detailed description of each proposed project may be found within these documents.

Department	Project Name	Total FY 2017 Project Amount
Parks and Open Space	Frontier Trails Conservation Area	\$ 390,930
Parks and Open Space	Southwest Meadows Sanctuary	\$ 211,095
Parks and Open Space	Covered Dock on C-11 Canal	\$ 100,000
<b>Capital Projects Fund Total</b>	Total	<b>\$ 702,025</b>
Transportation	SW 210th Terrace Roadway Improvement	\$ 150,000
<b>Transportation Fund Total</b>	Total	<b>\$ 150,000</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 852,025</b>

**\*\*Note:** The Not Funded items do not include an anticipated expenditure of approximately \$422K for Street Lighting in FY's 18-20 or \$5.4 million in FY 20/21 for a Public Safety Facility. Narrative explanation for this project is provided among the Not Funded Capital Improvement Projects.

### Funded FY 2016/2017 Capital Improvement Project Requests

Department	Project Name	Total FY 2017 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 15,000
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 15,000</b>
Public Safety - Fire Admin	Public Safety-Fire Rescue Modular Facilities	\$ 171,530
Parks and Open Space	Country Estates Park*	\$ 150,000
Parks and Open Space	Calusa Corners Park*	\$ 100,000
Parks and Open Space	Trailside- "Founders" Park*	\$ 75,000
Parks and Open Space	Sunshine Ranches Equestrian Park	\$ 34,350
Parks and Open Space	Rolling Oaks Barn	\$ 10,250
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 541,130</b>
Transportation	Transportation Surface Drainage Ongoing Rehabilitation (TSDOR)	\$ 495,000
Transportation	Guardrails Installation Project*	\$ 350,000
Transportation	Drainage Improvement Projects	\$ 109,200
Transportation	Pavement Striping and Markers Program	\$ 50,000
Transportation	Townwide Entranceway Signage	\$ 30,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 1,034,200</b>
<b>All Funds</b>	<b>Total</b>	<b>\$1,590,330</b>

**\*Note:** Not all of the project costs for the Parks, Recreation and Open Space (PROS) department and Transportation Fund are funded exclusively by the Town of Southwest Ranches. Narrative explanation is provided on each Capital Improvement Project Page.

### **Program Modifications**

Four requests for program modifications were submitted, but are not funded in the Proposed FY 2016/2017 Budget as Administration continues to balance Town Council interests, administrative concerns, and public interests. These are: 1) "Vehicle Replacement" at \$30,000 for replacement of the Town's fleet vehicles each of which have over 100,000 miles. This request has been submitted and not funded in prior years. 2) "GIS Software" at \$16,845, would provide a very reliable system for marking and identifying infrastructure features as well as provide multiple advantages to several Town departments. 3) "Griffin Road Median Replanting" at \$43,465. This project comes from citizen concerns for aesthetic improvement. 4) "Radio, including accessory Equipment Replacement Program" (\$52,000). This project will need to be addressed in FY 2018 for the Southwest Ranches Volunteer Fire Services to remain capable of universally communicating to all parties.

The Proposed FY 2016/2017 budget does include the funding of several (twelve) improvements addressing: staffing adjustments (\$15,364), Volunteer Fire Department safety equipment improvement (\$23,545), technology process improvements (\$25,000), and resident quality of life and level of service improvements (\$164,725). Each of these projects has been thoroughly reviewed by Administration and are recommended for adoption in FY 2017.

The category of staffing changes includes two program modifications totaling \$15,364. The program modifications are: 1) the Reclassification of the Records Coordinator to Deputy Town Clerk (\$8,084) and 2) the Administrative Assistant (Part-Time) modification (\$7,280). The Reclassification of the Records Coordinator to Deputy Town Clerk is planned mid-year 2017 (April 1) and is designed to reflect the additional high profile responsibilities that the incumbent has been assigned along with succession planning. Among those additional responsibilities are website support, newly serving as Staff Liaison for the Schools Education Advisory Board, and producing public information messages transmitted through Constant Contact. The addition of a part-time Administrative Assistant is the most fiscally sound approach to allow for continuing administrative support for the General Services Manager (who is responsible for daily, administrative, operational, and facility related responsibilities) without detracting from customer service and reception services provided to the public at the front desk.

The Volunteer Fire Services category includes three program modifications. These are: 1) Self-contained Breathing Apparatus (SCBA) Bottle Replacement (\$2,800), 2) SCBA Posi-Check/Flow Test Equipment Acquisition (\$13,500), and 3) Bunker Gear Replacement Program (\$7,245). Details on each of these programs are provided within their respective program modification detail sheets. In brief, SCBA Bottle Replacement and Bunker Gear Replacement are life safety issues for members of the Volunteer Fire service. They replace items at, or near, the end of their safe usable life cycles. The Posi-



Check/Flow Test Equipment Acquisition represents an operational change. Certification of SCBA through a flow test is required annually. This service is valued at \$5,000 to \$7,500 annually on a contractual basis, but can be performed in-house with the purchase of the flow test equipment providing a return on investment in less than three years.

The category of Technology Process Improvements includes one program modification that will primarily improve customer service. The Building Department Records Digitization (\$25,000) will benefit Building Department customers by providing expedited access to building department records and plans while reducing the storage demands for those records.

The final category of funded program modifications, Quality of Life Improvements, contains six program modifications. They are: 1) Town Hall Exterior Repainting (\$5,500), 2) Right of Way: Increased Service Levels (\$67,774), 3) Griffin Road – West Irrigation System Overhaul (\$43,000), 4) Sunshine Ranches Equestrian and County Estates Parks Playground Surface Material and Fencing (\$21,000), 5) Townwide Parks Maintenance Level of Service Increase (\$21,151), 6) Community Forestry Maintenance: Level of Service Increase (\$6,300). Each item within this category improves the appearance of the Town, responses to community concerns, and reinforces civic pride. Details for each project are available within their respective detailed program modification pages.

### **Summary Comments**

As mentioned, this is Administration's best first attempt at a spending plan for FY 2017 that balances Town Council priorities, community concerns, and improved administrative function. Many of the funded items will directly improve the appearance of the Town, while others focus on improved customer service. Together we look to instill even greater confidence in Town of Southwest Ranches leadership and look forward to engaging in continuing open and public discussion as we further refine the FY 2016/2017 work plan. Specific opportunities for discussion include the budget workshop, scheduled for Tuesday, August 23, 2016 and the two formal public hearings and plan adoption in September (September 14<sup>th</sup> and September 29<sup>th</sup>). In the meantime, if either of us may be of service in discussing what is proposed, please feel free to contact us directly.

Town Administrator:

*Andrew D. Berns*

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Andrew D. Berns, MPA

Town Financial Administrator:

*Martin D. Sherwood*

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Martin D. Sherwood, CPA, CGMA, CGFO

## TOWN OF SOUTHWEST RANCHES, FL

### Council Approved Budget Calendar for FY 2016-2017

Tuesday, February 2, 2016	Town Financial Administrator meets with Town Administrator for General Direction
Tuesday, February 2, 2016	Budget Kick-Off with Department Heads and Staff/Advisory Bd Liaisons
Thursday, March 10, 2016	Memo to Town Council- Proposed Budget Calendar for FY 2016-2017 presented at regular Council meeting
March 11th to May 6th, 2016	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Friday, March 11, 2016	Department Descriptions, Accomplishments, Goals and Objectives Due from Department Heads
Friday, March 18, 2016	Departmental and Advisory Boards Capital Improvement (> \$24,999) and Program Modification Requests Due
Friday, March 25, 2016	Departmental and Advisory Boards operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Friday, April 1, 2016	Department Revenue Estimates Due from Department Heads
Wednesday, April 6, 2016	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 7, 2016	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 8, 2016	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, May 13, 2016	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Monday, May 16, 2016 to ongoing	Draft Proposed FY 2016-2017 Departmental Sectional worksheets Distributed
Wednesday, June 1, 2016	Estimated Tax roll information available from Property Appraiser
Monday, June 6, 2016	Comments/Corrections Due on Draft-Administrators/Attorney/Departments
Friday, July 1, 2016	Certified Taxable Values Received from Property Appraiser
Friday, July 15, 2016	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 28, 2016	Preliminary Millage Rate and Initial FY 2016-2017 Fire Protection and Solid Waste (SW) special assessment Adoption at July Regular Council Meeting (all via resolutions)
Tuesday, August 2, 2016	First Budget Hearing for Broward County School Board
Thursday, August 4, 2016	Deadline to send the Preliminary Millage Rate and Initial FY 2016-2017 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
August	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
Tuesday, August 23, 2016	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
Thursday, August 25, 2016	August regular Council Meeting
Tuesday, September 13, 2016	Second Budget Hearing for Broward County School Board
Wednesday, September 14, 2016	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2016-2017 (via ordinances). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 6:00PM. September Regular Council meeting @ 7:30PM
Thursday, September 15, 2016	First Budget Hearing for Broward County Government
Thursday, September 15, 2016	Deadline to send the adopted Final Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, September 20, 2016	Deadline for Newspaper advertisement submission
Saturday, September 24, 2016	First Date: advertisement can run for second public hearing
Tuesday, September 27, 2016	Last Date: advertisement can run for second public hearing
Tuesday, September 27, 2016	Second Budget Hearing for Broward County Government
Thursday, September 29, 2016	Second Public Hearing for Final Millage and Budget Adoption (via ordinances) @ 6:00 PM. September Regular Council meeting @ 7:00PM

**Fiscal Year 2017 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 revised proposed funding level)</b>	<b>FY 2017 levy increase on \$250,000 taxable value</b>
Town of Southwest Ranches Historic Rate	3	3.9404	\$4,817,130	(\$715,161)	(\$50)
Current Year Roll-Back Rate	3	4.1404	\$5,061,742	(\$470,550)	\$0
Maximum Majority Vote	3	4.2957	\$5,251,483	(\$280,808)	\$39
FY 2015-2016 Adopted Rate (Town of SWR Historic-3.9404 + TSDOR-.3950 Rates)	4	4.3354	\$5,300,017	(\$232,275)	\$49
FY 2016-2017 Adopted Rate (Town of SWR Operating 4.0579 + TSDOR .4050 Rates)	4	4.4629	\$5,455,885	(\$76,406)	\$81
FY 2016-2017 Revised Proposed Rate (Town of SWR Operating 4.1204 + TSDOR .4050 Rates)	4	4.5254	\$5,532,291	\$0	\$96
FY 2016-2017 Original Proposed Rate (Town of SWR Operating 4.1404 + TSDOR .4050 Rates)	4	4.5454	\$5,556,741	\$24,450	\$101
Maximum Super Majority Rate	4	4.7253	\$5,776,668	\$476,652	\$146
Unanimous	5	10.0000	\$12,224,977	\$6,924,961	\$1,465

## Funded FY 2016/2017 Capital Improvement Project Requests

Department	Project Name	Total FY 2017 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 15,000
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 15,000</b>
Public Safety - Fire Admin	Public Safety-Fire Rescue Modular Facilities	\$ 171,530
Parks and Open Space	Country Estates Park*	\$ 150,000
Parks and Open Space	Calusa Corners Park*	\$ 100,000
Parks and Open Space	Trailside - "Founder's" Park*	\$ 75,000
Parks and Open Space	Sunshine Ranches Equestrian Park Irrigation System Overhaul	\$ 34,350
Parks and Open Space	Rolling Oaks Passive Open Space and Barn	\$ 10,250
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 541,130</b>
Transportation	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	\$ 495,000
Transportation	Stirling Road Guardrails Installation Project*	\$ 350,000
Transportation	Drainage Improvement Projects	\$ 109,200
Transportation	Pavement Striping and Markers	\$ 50,000
Transportation	Townwide Entranceway Signage	\$ 30,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 1,034,200</b>
<b>All Funds</b>	<b>Total</b>	<b>\$1,590,330</b>

\*Note: Not all of the project costs for the Parks, Recreation and Open Space (PROS) department and Transportation Fund are funded exclusively by the Town of Southwest Ranches. Narrative explanation is provided on each Capital Improvement Project Page.

## Not Funded FY 2016/2017 Capital Improvement Project Requests\*\*

Department	Project Name	Total FY 2017 Project Amount
Parks and Open Space	Frontier Trails Conservation Area	\$ 390,930
Parks and Open Space	Southwest Meadows Sanctuary Park	\$ 211,095
Parks and Open Space	Covered Dock on C-11 Canal	\$ 100,000
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 702,025</b>
Transportation	SW 210 Terrace Roadway Improvement	\$ 150,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 150,000</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 852,025</b>

\*\*Note: The above Not Funded does not include an anticipated expenditure of approximately \$422K for Street Lighting in FY's 18-20 or \$5.4 million in FY 20/21 for a Public Safety Facility. Narrative explanation for this project is provided among the Not Funded Capital Improvement

**Five Year Capital Improvement Plan**  
**All Funds Project Expenditure Summary FY 2017 - FY 2021**

Department Name	Project Name	FY 2017		FY 2018		FY 2019		FY 2020		FY 2021		Total
<b>Public Safety</b>	Fire Wells Replacement and Installation	15,000	FA	15,000	FA	15,000	FA	15,000	FA	15,000	FA	75,000
	Emergency Operations Center	-		-		-		-		5,400,000	NF	5,400,000
	Fire Rescue Modular Facilities	171,530	CIP-FB	-		-		-		-		171,530
<b>Parks, Recreation &amp; Open Space/Capital Projects Fund</b>	Country Estates Park	150,000	G, CIP-FB, GF Tfr	28,353	NF	25,553	NF	10,178	NF	29,378	NF	243,462
	Calusa Corners Park	100,000	G	346,000	NF	503,225	NF	195,500	NF	211,000	NF	1,355,725
	Trailside - "Founder's" Park	75,000	G, GF Tfr	-		-		-		-		75,000
	Sunshine Park/Equestrian Park Irrigation System Overhaul	34,350	GF-FB, CIP-FB	-		-		-		-		34,350
	Rolling Oaks Passive Open Space and Barn	10,250	CIP-FB	22,700	NF	38,850	NF	12,275	NF	12,125	NF	96,000
	Frontier Trails Conservation Area	390,930	NF	390,930	NF	390,930	NF	390,930	NF	390,930	NF	1,954,650
	Southwest Meadows Sanctuary Park	211,095	NF	518,406	NF	518,406	NF	518,406	NF	518,406	NF	2,784,710
	Covered Dock on C-11 Canal	100,000	NF	-		-		-		-		100,000
<b>Transportation Fund/ Engineering</b>	Transportation Surface Drainage & Ongoing Rehab (TSDOR)	495,000	GF Tfr (mill=4050)	627,680	GF Tfr (mill=TBD)	736,510	GF Tfr (mill=TBD)	745,500	GF Tfr (mill=TBD)	766,080	GF Tfr (mill=TBD)	3,379,780
	Stirling Road Guardrails Installation Project	350,000	G, TFB	100,000	NF	100,000	NF	100,000	NF	100,000	NF	750,000
	Drainage Improvement Projects	109,200	GF Tfr, TFB	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	509,200
	Pavement Striping and Markers	50,000	GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	250,000
	Townwide Entranceway Signage	30,000	GF Tfr	-		20,000	GF Tfr	20,000	GF Tfr	20,000	GF Tfr	90,000
	SW 210 Terrace Roadway Improvement	150,000	NF	95,000	NF	704,500	NF	704,500	NF	-		1,654,000
	Street Lighting	-		25,000	TFB	201,000	NF	196,000	NF	-		422,000
<b>PROJECT TOTALS</b>		<b>\$2,442,355</b>		<b>\$2,319,069</b>		<b>\$3,403,774</b>		<b>\$3,058,289</b>		<b>\$7,612,929</b>		<b>\$18,836,416</b>

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

**Five Year Capital Improvement Plan - All Funds Funding Source Summary  
FY 2017 - FY 2021**

	Source Name	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
<b>CIP-FB</b>	Capital Projects Fund Fund Balance	215,780	-	-	-	-	215,780
<b>DEBT</b>	DEBT-General Obligation or otherwise	-	-	-	-	-	-
<b>FA</b>	Fire Assessment	15,000	15,000	15,000	15,000	15,000	75,000
<b>G</b>	Grant Funding	487,500	-	-	-	-	487,500
<b>GAS</b>	Local Option Gas Taxes	-	25,000	25,000	25,000	25,000	100,000
<b>GF-FB</b>	General Fund Fund Balance	20,350	-	-	-	-	20,350
<b>GF Tr</b>	General Fund Transfer from Operating Revenues	742,500	752,680	881,510	890,500	911,090	4,278,280
<b>NF</b>	Not Funded	852,025	1,501,389	2,482,264	2,127,789	6,661,839	13,625,306
<b>TFB</b>	Transportation Fund Fund Balance	109,200	25,000	-	-	-	134,200
<b>VFF-FB</b>	Volunteer Fire Fund Fund Balance	-	-	-	-	-	-
<b>Totals</b>		<b>2,442,355</b>	<b>2,319,069</b>	<b>3,403,774</b>	<b>3,058,289</b>	<b>7,612,929</b>	<b>18,837,416</b>

# FUNDED

Town of Southwest Ranches 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>Volunteer Fire Chiefs</b>				
<b>Department</b>	<b>Fire Administration</b>	<b>Division</b>					
<b>Project Location</b>	<b>Townwide</b>						
<b>Fiscal Year</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>							
<b>Construction</b>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$145,000
<b>Other</b>							
<b>TOTAL COST</b>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$145,000
<b>Revenue Source</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<i>GF=\$80,000 FA=\$65,000</i>
<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 component of the Fire Special Assessment at a cost of approximately \$3,000 - \$7,500 each (for up to 2-5 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>			<p>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</p>				
<b>Operating</b>	\$ 15,000						
<b>Replacement Costs</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

# FUNDED

Town of Southwest Ranches

## Capital Improvement Project

Project	Public Safety-Fire Rescue Modular Facilities						
Priority	Public Safety #2			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Griffin Road						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Surveys	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	
Engineering/ Architecture	\$ 4,315	\$ -	\$ -	\$ -	\$ -	\$ 4,315	
Land Acquisition/ Site Preparation	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ 10,500	
Construction	\$ 155,215	\$ -	\$ -	\$ -	\$ -	\$ 155,215	
Equipment/ Furnishings		\$ -	\$ -	\$ -	\$ -	\$ -	
Other		\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST	\$ 171,530	\$ -	\$ -	\$ -	\$ -	\$ 171,530	
Revenue Source	CIP-FB					CIP-FB	
Description (Justification and Explanation)							
The Town's modular buildings that house the Fire Department and the Volunteer Fire Department at 17220 Griffin Road have reached their life cycle and need to be replaced. This project was funded in FY 2016 but deferred until FY 2017. The existing equipment canopies are not being replaced. A local municipal, contractor/vendor can provide a new 2010 FBC modular building classified for R2 Occupancy. The building size is 24 ft. wide by 68 ft. long and will include Hardi panel exterior siding, EPDM rubber roof, vinyl covered gypsum interior walls, prefinished gypsum ceiling, carpet and tile floor coverings throughout, steel door with steel jamb exterior doors, wall hung central A/C, and will sustain wind loads up to 175 mph. Included site options include: (1) 36' switchback aluminum handicap ramp, (1) set of aluminum steps with 5'x5' landing and delivery/installation of ramp and step, electrical hook-ups, plumbing hook- ups/manifold, sprinkler connections, and fire alarm system . Site work preparation would be provided by others but the costs are included in this CIP. The project's estimated, total cost for demolition, site work, engineering, and design is estimated to be \$171,530.							
Annual Impact on Operating Budget							
Personnel	\$ -		No material impact since Fire Rescue modulars already existed within budget.  Estimated Annual based on 20 year service life (\$171,530 / 20 years).				
Operating	\$ -						
Replacement Costs	Year 2037	\$ 8,577					
Revenue/Other	\$ -						
Total	\$ 8,577						



# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park (f/k/a Fishing Hole Park) with SWR Parks Foundation Ballfield						
Priority	PROS #2			Project Manager	December Lauretano-Haines		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ -	\$ 1,725	\$ -	\$ -	\$ -	\$ 1,725	\$ 47,043
Engineering, Architecture & Permitting	\$ 6,550	\$ 1,250	\$ 675	\$ 800	\$ -	\$ 9,275	\$ 421,718
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172,855
Construction	\$ 143,450	\$ 25,378	\$ 24,878	\$ 9,378	\$ 29,378	\$ 232,462	\$ 470,508
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,723
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
TOTAL COST:	\$ 150,000	\$ 28,353	\$ 25,553	\$ 10,178	\$ 29,378	\$ 243,462	\$ 3,243,847
Revenue Source	G = \$50,000 CIP-FB = \$20,000 GF Tfr = \$80,000	NF	NF	NF	NF	G = \$50,000 CIP-FB = \$20,000 GF Tfr = \$80,000 NF = \$93,462	G=\$2,278,685 CIP-FB & GF Tfr=\$965,162
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has Prioritized completion of Country Estates Park Development. Due to non-matching grant funding awarded from Florida Recreation Development Assistance Program (FRDAP) in the amount of \$50,000 and a \$20,000 donation received from the Southwest Ranches Parks Foundation during FY 2016, this park moves up to the second priority for Fiscal Year 2017. The FRDAP Grant Agreement has been awarded and will have a three-year term commencing on the date of execution, thus the end of term for the FRDAP grant agreement is anticipated to be within FY 2019.</p> <p>Acquisition and development of the Country Estates site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Recreation Development Assistance Program (FRDAP) and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site previous to FY 2016/2017 was supported by four Broward County and one State of Florida Grant, totaling 465,000, with matching funds. Development costs were estimated based on management plan value engineering by professional consultants and updated in accordance with reductions in commitments and changes in market conditions. Further development of this site, other than Ball fields, is not currently supported by grants.</p> <p>Commitments for development of the site include playground, restroom, picnic shelter, multi-use trail, improved wetlands, parking, landscaping, open space play fields, environmental education, pond, and fishing pier. Significant portions of this development were completed in 2014 and 2015, and will continue in 2016-2017 with development of open space play field areas. Future development of pond and fishing pier have been estimated using a phased funding approach. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs include mowing/landscape maintenance (\$15,600), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$7,140), playground maintenance (\$5,400), well/water system maintenance (\$3,120), equestrian arena maintenance (\$1,200), Electricity (\$600), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$106,723 / 20 years = \$5,336).				
Operating	\$ 43,116						
Replacement Cost	Year: 2037	\$ 5,336					
Revenue/Other							
Total	\$ 48,452						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Calusa Corners Park						
Priority	PROS #1			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	11-Acre Calusa Corners Park at Griffin between Dykes Road and Hawkes Bluff Avenue						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000	\$ 26,214
Engineering, Architecture & Permitting	\$ -	\$ 10,000	\$ 49,750	\$ -	\$ -	\$ 59,750	\$ 539,399
Land Acquisition/Site preparation	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ 72,000	\$ 6,939,341
Construction	\$ 47,590	\$ 211,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 1,077,065	\$ -
Equipment/Furnishings	\$ 52,410	\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ 124,910	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 100,000	\$ 346,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 1,355,725	\$ 7,504,954
Revenue Source	G	NF	NF	NF	NF	NF=\$1,255,725 G=\$100,000	G=\$6,939,341 CIP-FB= \$565,613
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has maintained Calusa Corners Park development as their first priority for Fiscal Year 2017. Partial development is currently supported by two \$50,000 non-matching grants from the Florida Recreation Development Assistance Program (FRDAP) and, was voluntarily matched by the Town in the total amount of \$10,000 during FY 2015 and FY 2016 for surveys and park design. The Phase one grant, approved at Council via Resolution # 2013-060, expires on 4/30/17. The Phase two grant, approved at Council via Resolution # 2015-001, expires on 4/30/18. Together, these grants will fund minimal playground, picnic, parking, sidewalk and landscaping improvements.</p> <p>Commitments for development at the Calusa Corners site retain only those amenities necessary to satisfy grant requirements, including volleyball, equestrian ring, playground, picnic facilities, open space play fields, fishing pier, multi-use trail, historic and environmental education, wetlands, parking, landscaping, and interconnection between two distinct water storage areas.</p> <p>Acquisition of this site was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development costs in the management plan were prepared by professional consultants and have been updated in accordance with reductions in commitments and changes in market conditions.</p> <p>Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water bodies and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		If fully funded, projected operating budget costs would include mowing/landscape maintenance (\$14,640), routine facilities maintenance (\$7,800), mitigation/wetlands maintenance (\$1,236), equestrian ring maintenance (\$1,740), playground maintenance (\$5,400), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$124,910 / 20 years = \$6,246).				
Operating	\$ 31,250						
Replacement Cost	Year: 2037	\$ 6,246					
Revenue/Other	\$ -						
Total	\$ 37,496						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Trailside - "Founder's" Park						
Priority	PROS #5			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	3.71-Acre Trailside Park at 12498 Griffin Road and Flamingo Road						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ -
Engineering, Architecture & Permitting	\$ 12,830	\$ -	\$ -	\$ -	\$ -	\$ 12,830	\$ -
Land Acquisition/Site preparation	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Construction	\$ 14,879	\$ -	\$ -	\$ -	\$ -	\$ 14,879	\$ -
Equipment/Furnishings	\$ 25,951	\$ -	\$ -	\$ -	\$ -	\$ 25,951	\$ -
Other (Sidewalk and signage)	\$ 14,740	\$ -	\$ -	\$ -	\$ -	\$ 14,740	\$ -
TOTAL COST:	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -
Revenue Source	G=\$37,500 GF Tfr=\$37,500					G=\$37,500 GF Tfr=\$37,500	
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has prioritized a memorial to Gary Poliakoff, Esq. &amp; Town Attorney, Emeritus. The Town's Rural Public Arts and Design Advisory Board has assisted in providing a design standard for the structure. The Poliakoff family have consulted with both Boards to select a location for the structure at the Town's easternmost entranceway, Trailside Park, to be known as Founders' park: created by Mr. Poliakoff, as the best and most appropriate location. The Polikoff family have agreed to contribute 50% of the total cost as well as provide interest-free financing, to be repaid during FY 2018, for the remaining 50%.</p> <p>Acquisition of this site, at minimal cost, was via a tri-party Agreement conceived of and negotiated by the Town Attorney shortly after Town incorporation and supported by Council and Residents to perform as a buffer for commercial construction of the adjacent Flamingo Plaza annexed years prior to Town incorporation into Cooper City. The Town's obligation is to maintain the space as a passive recreational buffer and a crucial trail linkage between the Town and County Greenway trails on Griffin and Flamingo Roads.</p> <p>Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to include: increased water storage and storm water runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water bodies and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Projected operating budget costs include mowing/landscape maintenance (\$5,400), facilities maintenance (\$4,416), and funding for replacement over the useful life of amenities (\$25,951 / 20 years = \$1,298).				
Operating	\$ 9,816						
Replacement Cost	Year: 2037	\$ 1,298					
Revenue/Other	\$ -						
Total	\$ 11,114						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	Sunshine Ranches Equestrian Park Irrigation System Overhaul						
<b>Priority</b>	PROS - 6	<b>Project Manager</b>	December Lauretano-Haines				
<b>Department</b>	PROS	<b>Division</b>	N/A				
<b>Project Location</b>	Sunshine Ranches Equestrian Park						
<b>Fiscal Year</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$34,350	\$ -	\$ -	\$ -	\$ -	\$34,350	\$ -
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST</b>	\$34,350	\$ -	\$ -	\$ -	\$ -	\$34,350	\$ -
<b>Revenue Source</b>	\$20,350 GF-FB \$14,000 CIP-FB					\$20,350 GF-FB \$14,000 CIP-FB	
<b>Description (Justification and Explanation)</b>							
<p>The Sunshine Ranches Equestrian Park irrigation system was completed in 2004. Monthly maintenance has been conducted through the years, but the system components are past their useful age. The system consists of two pump stations: one main pump station operated by two 10 HP pumps with a 3 HP jockey pump; and one additional pumping station incorporating a submersible well and pump, through which the system water is recharged. These components were designed and installed as part of a proprietary system from Hoover Pumping Systems, Inc.</p> <p>Proposals for necessary repairs have yet to reveal comprehensive scope of work required to return the system to full operation. To date, assessments from Hoover Pumping Systems, Inc., acting as a subcontractor through our Contractor, are being written identifying work to be completed to return the system to full operability. Included in the repair estimates, reportedly, is replacement of the submersible recharge pump. This is an extensive operation requiring excavation and crane.</p> <p>Cost estimates will likely be based on time and materials calculations and represent only the best approximation our Contractor can give. If not funded, no irrigation of landscape can be accomplished and existing conditions will continue to degrade. Additionally, during FY 2016 a legal settlement was received and available specifically for this facility</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>			The current annual operating impact pertaining to maintenance of the irrigation system based on existing contractual rates				
<b>Operating</b>	\$ 8,300						
<b>Replacement Costs</b>	<b>Year: 2037</b>						
<b>Revenue/Other</b>							
<b>Total</b>	\$ 8,300						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Rolling Oaks Passive Open Space and Barn						
Priority	PROS #7			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 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Engineering, Architecture & Permitting	\$ 1,250	\$ 2,450	\$ 1,800	\$ 950	\$ -	\$ 6,450	\$ 350,450
Land Acquisition/Site preparation	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 2,836,350
Construction	\$ 9,000	\$ 20,250	\$ 31,550	\$ 7,675	\$ 9,475	\$ 77,950	\$ 721,553
Equipment/Furnishings	\$ -	\$ -	\$ 5,300	\$ 3,650	\$ 2,650	\$ 11,600	\$ 117,517
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 10,250	\$ 22,700	\$ 38,650	\$ 12,275	\$ 12,125	\$ 96,000	\$ 4,105,870
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB=\$10,250 NF=\$85,750	G=\$2,625,000 CIP-FB=\$1,480,870
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has maintained improvement of Rolling Oaks Park development as their seventh priority for Fiscal Year 2017. Accordingly, the community has requested space for storage in the Rolling Oaks Barn and an area has been identified that may be modified for this use. Estimated costs for this improvement are calculated at approximately \$10,250.</p> <p>Acquisition and development of the Rolling Oaks site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Recreation Development Assistance Program (FRDAP) and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development 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. Further development of this site is not currently supported by grants.</p> <p>Most FRDAP and most BCLPB-OS commitments for development at the Rolling Oaks site have been satisfied. Improvements include fitness trail, nature education, passive recreational open space, freshwater fishing, parking, multi-use trail, and native landscaping. Renovation/re-purposing of the site's existing barn structure for human recreational use is complete. Final grant-committed development in future Fiscal Years should include improvement of existing wetlands and restoration of existing windmill. Outside of grant commitments, the Rolling Oaks community will likely seek approval for a playground to be constructed on site in the future.</p>							
Annual Impact on Operating Budget							
Personnel			Projected operating budget costs include mowing/landscape maintenance (\$29,304), fitness garden maintenance (\$7,272), routine facilities maintenance (\$26,496), mitigation/wetlands maintenance (\$3,600), playground maintenance (\$5,400), well/water system maintenance (\$3,120), electricity (\$2,880), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$129,117 / 20 years = \$6,456).				
Operating	\$ 79,296						
Replacement Cost	Year: 2037	\$ 6,456					
Revenue/Other	\$ (9,000)						
Total	\$ 76,752		Projected revenue includes conservative estimates of two rental facilities on site, available to residents at 50% of the non resident cost .				

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program						
Priority	Transportation #1			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Planning / Permitting	\$ 1,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 13,000	\$ -
Engineering Design and Surveying	\$ 134,400	\$ 166,680	\$ 167,910	\$ 172,800	\$ 177,090	\$ 818,880	\$ 210,661
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 4,358
Construction including Contingency & Inflation	\$ 304,600	\$ 448,000	\$ 555,600	\$ 559,700	\$ 576,000	\$ 2,443,900	\$ 521,831
Construction Reserve/Replenishment	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000	
Total Project Cost	\$ 495,000	\$ 627,680	\$ 736,510	\$ 745,500	\$ 766,090	\$ 3,370,780	\$ 736,850
Revenue Source	GF Tfr (mill=.4050)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr
Description (Justification and Explanation)							
Commencing in FY 2015 the Town implemented a Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program with the goal of preserving and extending the life of the Town's paved streets. The TSDOR program addresses improvements for every Town road over a 21 year period at an average annualized cost of approximately \$659,700 (\$13,852,100 in total), adjusted for inflation. Depending on existing road conditions, construction costs include new pavement surfacing, grading and leveling, full depth reclamation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. All legal expenses associated with unforeseen FY 2019 road segment right-of-way issues are included in the FY 2017 budget projection (two-year window). All consulting costs for surveying, design, permitting, and contract bid document preparation for FY 2018 road segments are included in the FY 2017 budget projection (one-year window). Construction administration and related inspection services for FY 2017 road segments are included in the FY 2017 budget projection. The Prior Year Construction Reserve amount of \$200,000 was collected in FY 2015 (initial year) to facilitate planned construction commencing the first quarter (October-December) of each successive year commencing FY 2016 until the TSDOR Program is completed in FY 2036 and is replenished annually, as utilized. The following road segment improvements are scheduled for construction during FY 2017:							
FY 2017 ROAD SEGMENT						SEGMENT COST**	
SW 128th Avenue (0.23 Miles) from SW 56th Street to Dead End						TBD	
SW 56th Street (0.12 Miles) from Melaleuca Drive to SW 128th Avenue						TBD	
SW 56th Street (0.12 Miles) from SW 128th Avenue to SW 127th Avenue						TBD	
Melaleuca Drive (0.12 Miles) from SW 56th Street to Dead End						TBD	
Melaleuca Drive (0.37 Miles) from Stirling Road to SW 56th Street						TBD	
Melaleuca Drive (0.99 Miles) from Stirling Road to Old Sheridan Street						TBD	
Appaloosa Trail (1.00 Miles) from Stirling Road to Old Sheridan Street						TBD	
FY 2017 Total Construction including Contingency and Inflation						\$304,600	
FY 2018 Road Segments Engineering Design and Surveying						\$134,400	
Construction Reserve (Replenishment)						\$45,000	
Planning, Permitting						\$1,000	
FY 2017 and FY 2018 Segments TOTAL:						\$485,000	
FY 2019 Land Mitigation (Legal) TOTAL:						\$10,000	
FY 2017 Grand TOTAL:						\$495,000	
** Segment costs assume full public right of way is available October 1, 2016.							
		FY 2015 (initial year)	FY 2016 (original Bud)	Less: Total Expenditures thru 9/30/2016 (est.)	SUB-TOTAL	Add: FY 17 Res. Replenishment	TOTAL @ 9/30/2017(est.)
Construction Reserve (Detail):		\$ 374,200	\$ 466,700	\$ (736,850)	\$ 104,050	\$ 45,000	\$ 149,050
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2017				
Operating	\$ -						
Replacement Cost	FY 2017	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	<b>Stirling Road Guardrails Installation Project</b>												
<b>Priority</b>	<b>Transportation #2</b>			<b>Project Manager</b>	<b>Rod Ley, P.E.</b>								
<b>Department</b>	<b>Public Works</b>			<b>Division</b>	<b>Engineering</b>								
<b>Project Location</b>	<b>Various locations in Town limits.</b>												
<b>Fiscal Year</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Total</b>	<b>Prior Years</b>						
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
<b>Design &amp; Permitting</b>	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 73,130						
<b>Land Acquisition</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
<b>Construction</b>	\$ 320,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 720,000	\$ 286,512						
<b>Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
<b>TOTAL COST:</b>	\$ 350,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 750,000	\$ 359,642						
<b>Revenue Source</b>	G=\$300,000 TFB=\$50,000	NF	NF	NF	NF	G=\$300,000 TFB= \$50,000 NF=\$400,000	G=\$294,892 GF-FB=\$4,750 GAS/TFB=\$60,000						
<b>Description (Justification and Explanation)</b>													
<p>For FY 2017 the Town estimates a \$300,000 grant from the State of Florida, with a \$50,000 anticipated Town match required for the installation of guardrails in FY 2017 on Stirling Road. However, it is possible that the Town may be committed for a total of \$100,000 in matching. The Town desires to provide and maintain a reasonable planning level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects for the period. The list of guardrails installation projects, in order of priority, are below.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF</td> <td style="width: 30%; text-align: right;">\$ 175,000</td> </tr> <tr> <td>* Stirling Road, from 12600 Block to SW 136th Avenue</td> <td style="text-align: right;"><u>\$ 175,000</u></td> </tr> <tr> <td><b>FY 2017 TOTAL COST:</b></td> <td style="text-align: right;"><u>\$ 350,000</u></td> </tr> </table> <p>* Subsequent Years - TBD by Drainage Improvement Advisory Board</p>								* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF	\$ 175,000	* Stirling Road, from 12600 Block to SW 136th Avenue	<u>\$ 175,000</u>	<b>FY 2017 TOTAL COST:</b>	<u>\$ 350,000</u>
* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF	\$ 175,000												
* Stirling Road, from 12600 Block to SW 136th Avenue	<u>\$ 175,000</u>												
<b>FY 2017 TOTAL COST:</b>	<u>\$ 350,000</u>												
<b>Annual Impact on Operating Budget</b>													
<b>Personnel</b>	\$ -		Guardrails require periodic inspections. Replacement is required after a crash or when determined necessary during inspection at an estimated cost \$5,000 for approximately 100 lineal feet; or maintenance of timber offset blocks, reflectors and other parts.										
<b>Operating</b>	\$ 5,000												
<b>Replacement Cost</b>	<b>Year:</b>	\$ -											
<b>Revenue/Other</b>	\$ -												
<b>Total</b>	\$ 5,000												

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Drainage Improvement Projects						
Priority	Transportation #3			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ 9,200					\$ 9,200	
Engineering/ Architecture	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	\$ 106,146
Land Acquisition/ Site Preparation							
Construction	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 395,000	\$ 823,277
Equipment/ Furnishings							
Other (Hardware)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	
TOTAL COST	\$ 109,200	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 509,200	\$ 929,423
Revenue Source	GF Tfr=\$50,000 TFB=\$59,200	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf=\$450,000 TFB=\$59,200	G=\$493,764 GF Tfr=\$435,659

### Description (Justification and Explanation)

The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of streets drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The current list of drainage projects includes more than 10 projects. The FY 2017 – 2020 priorities are as follows and total \$270,200 (partial):

<b>Project</b>	<b>Estimated Cost</b>
Construct outfall from Frontier Trails and connect to existing SW 54th Place and SW 195th Terrace drainage system	\$109,200
Construct catch basin on west side of Holatee Rd (SW 136th Ave) at 5501 SW 136th Ave and a headwall at canal at east	\$18,000
Restoration of Dykes Road eastside swale from Huntridge Drive to Tom Thumb	\$100,000
Upgrade culverts along Dykes road eastside streets from Huntridge Dr to Tom Thumb	TBD
Const. outfall from SW 61st Court to lake to SW 161 Avenue	TBD
Green Meadows Drainage from SW 160th Ave to SW 164th Avenue Canal. Drainage Outfall from Dykes Rd (Shiva Vishnu Temple) to canal at SW 164th Terrace.	\$43,000
Const. outfall from SW 54th Place and SW 188th Avenue Intersection to canal.	TBD
Construct an outfall from SW 62nd Street cul-de-sac towards north to canal through 16541 SW 62nd St.	TBD
Construct outfall from SW 59th Court towards north to canal thru 16900 Block of SW 59th Court	TBD

### Annual Impact on Operating Budget

<b>Personnel</b>	\$	Estimated annual maintenance cost to comply with NPDES requirements.
<b>Operating</b>	\$5,000	
<b>Replacement Costs</b>	Year: \$	
<b>Revenue/Other</b>	\$	
<b>Total</b>	\$5,000	



# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation #4			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various town streets (non-TSDOR).						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies						\$ -	\$ 13,850
Engineering, Architecture & Permitting						\$ -	
Land Acquisition/Site preparation						\$ -	
Construction	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 309,396
Equipment/Furnishings						\$ -	
Other (Specify)						\$ -	
TOTAL COST:	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 323,246
Revenue Source	GF Tfr \$50,000	GAS=\$25,000 GF Tfr=\$25,000	GAS=\$25,000 GF Tfr=\$25,000	GAS=\$25,000 GF Tfr=\$25,000	GAS=\$25,000 GF Tfr=\$25,000	GAS \$100,000 GF Tfr \$150,000	GAS \$18,246 TFB \$135,000 GF Tfr \$120,000 GF-FB \$50,000
Description (Justification and Explanation)							
<p>The Town desires to maintain Town street pavement markings and signage program, such as centerline and edge of pavement striping and good reflective pavement markers, at an acceptable level of service by identifying, prioritizing and implementing an annual streets pavement markings and signage installation plan. This program provides a safer transportation network throughout the Town. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation. The list includes:</p> <p>* Edge lines on SW 166th Avenue from Griffin Road to SW 63rd Manor (1.5 miles)</p> <p>* Edge lines on Hancock Road from Griffin Road to Old Sheridan Street (2.31 miles)</p> <p>* Repaint double yellow centerline striping with RPM and edge lines on SW 193rd Avenue from Griffin Road to SW 192nd Avenue (0.50 miles)</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.				
Operating	\$ -						
Replacement Cost	Year: 2025	\$ 50,000					
Revenue/Other	\$ -						
Total	\$ 50,000						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Town Entranceway Signage(s)						
Priority	Transportation #5		Project Manager	Rod Ley, P.E.			
Department	Public Works		Division	Engineering			
Project Location	Various						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 4,500	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 13,500	\$ 6,350
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 25,500	\$ -	\$ 17,000	\$ 17,000	\$ 17,000	\$ 76,500	\$ 62,088
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 30,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 90,000	\$ 68,388
Revenue Source	GF Tfr		GF Tfr	GF Tfr	GF Tfr	GF Tfr	GF Tfr
<b>Description (Justification and Explanation)</b>							
<p>The Rural Public Arts Advisory Board has requested continued funding for entranceway signage to beautify the Town of Southwest Ranches and to give a sense of place to the community. The Board has created signage for the Town, but now is requesting continued funding to continue to implement the signage. Public Works: Transportation Engineering division is responsible for the procurement, permitting, construction, and installation of the signage. Each sign costs \$7,500 maximum, but the Town has added \$1,000 per sign for landscaping and solar lighting. The surveying, permitting and maintenance of traffic requirements varies, to a maximum of \$1,500 per sign location. The first through seven signs were installed commencing in FY 2014 as follows: 1) in the median on Griffin Road west of Flamingo Road, facing westbound traffic; 2) Griffin Road median, east of 148th Avenue (Volunteer Road – by Seven's Brothers Nursery), facing eastbound traffic and at Griffin Road median; 3) Griffin Road SW 202 Ave facing eastbound; 4) Dykes and Sheridan Street respectively; 5) 172 Ave and Sheridan street; 6) SW 185 and Sheridan Street; (7) Stirling Road near SW 127th Avenue.</p> <p>FY 2017 Priority future town sign locations:              (eighth sign) Griffin Road and Bonaventure;              (ninth sign) Griffin Road median, just west of Dykes Road;              (tenth sign) SW 148th and Sheridan Street.</p> <p>In FY 2019 the Town will consider installing the smaller interior entranceway signs: Stirling Road and Dykes Road (eleventh sign); Stirling Road and Volunteer Road (twelfth sign).</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel	\$ -		No anticipated material impact to annual operating budget				
Operating	\$ -						
Replacement Cost	\$ -						
Revenue/Other	\$ -						
Total	\$ -						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Frontier Trails Conservation Area						
Priority	PROS #4			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 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 22,500	\$ -
Engineering, Architecture & Permitting	\$ 41,400	\$ 41,400	\$ 41,400	\$ 41,400	\$ 41,400	\$ 207,000	\$ 614,430
Land Acquisition/Site preparation	\$ 17,100	\$ 17,100	\$ 17,100	\$ 17,100	\$ 17,100	\$ 85,500	\$ 2,396,363
Construction	\$ 289,200	\$ 289,200	\$ 289,200	\$ 289,200	\$ 289,200	\$ 1,446,000	\$ -
Equipment/Furnishings	\$ 8,100	\$ 8,100	\$ 8,100	\$ 8,100	\$ 8,100	\$ 40,500	\$ -
Other (Specify)	\$ 30,630	\$ 30,630	\$ 30,630	\$ 30,630	\$ 30,630	\$ 153,150	\$ -
TOTAL COST:	\$ 390,930	\$ 390,930	\$ 390,930	\$ 390,930	\$ 390,930	\$ 1,954,650	\$ 3,010,793
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$2,342,363 CIP-FB=\$668,430
Description (Justification and Explanation)							
<p>Frontier Trails Park development becomes the fourth priority for development by the Recreation, Forestry, and Natural Resources Advisory Board in Fiscal Year 2017. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water and open space; constructing and linking multi-use trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of this site is not currently supported by grants. 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 retain only those developments necessary to satisfy grant requirements. Development 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 necessary. This site could serve as an alternative for construction of wetlands to developers of other sites for offsite mitigation purposes.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing /landscape maintenance (\$31,200), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$3,000), playground maintenance (\$5,400), well/water system maintenance (\$3,120), electricity (\$2,832), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$40,500 / 20 years = \$2,025). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 55,608						
Replacement Cost	Year: 2037	\$ 2,025					
Revenue/Other	\$ -						
Total	\$ 57,633						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Southwest Meadows Sanctuary Park						
Priority	PROS #3			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 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ 6,420	\$ 13,825	\$ 13,825	\$ 13,825	\$ 13,825	\$ 61,718	\$ 8,902
Engineering, Architecture & Permitting	\$ 10,475	\$ 23,569	\$ 23,569	\$ 23,569	\$ 23,569	\$ 104,750	\$ 853,783
Land Acquisition/Site preparation	\$ 23,850	\$ 53,663	\$ 53,663	\$ 53,663	\$ 53,663	\$ 238,500	\$ 7,941,812
Construction	\$ 163,250	\$ 411,375	\$ 411,375	\$ 411,375	\$ 411,375	\$ 1,808,751	\$ 49,999
Equipment/Furnishings	\$ 7,100	\$ 15,975	\$ 15,975	\$ 15,975	\$ 15,975	\$ 71,000	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 211,095	\$ 518,406	\$ 518,406	\$ 518,406	\$ 518,406	\$ 2,284,719	\$ 8,854,496
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$7,991,811 CIP-FB=\$862,685
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has moved Southwest Meadows Sanctuary Park development into the position for third priority for Fiscal Year 2017. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water and open space; constructing and linking multi-use trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of this site is not currently supported by grants. 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 retain only those developments necessary to satisfy grant requirement. Development 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 needed.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing / landscape maintenance (\$30,000), routine facilities maintenance (\$17,664), mitigation/wetlands maintenance (\$1,800), playground maintenance (\$5,400), well/water system maintenance (\$3,120), electricity (\$2,832), historical facilities maintenance(\$3,312), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$71,000 / 20 years = \$3,550). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 65,352						
Replacement Cost	Year: 2037	\$ 3,550					
Revenue/Other	\$ -						
Total	\$ 68,902						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	Covered Dock on C-11 Canal						
<b>Priority</b>	PROS #8			<b>Project Manager</b>	Rod Ley, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	C-11 canal across from Town Hall (13400 Griffin Road)						
<b>Fiscal Year</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
<b>Engineering, Architecture &amp; Permitting</b>	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -
<b>Land Acquisition/Site preparation</b>	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
<b>Construction</b>	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
<b>Revenue Source</b>	<b>NF</b>					<b>NF</b>	
<b>Description (Justification and Explanation)</b>							
<p>The Rural Public Arts Advisory Board has requested funding for a dock/pavilion on the C-11 Canal across from Town Hall to give a sense of place to the community. The Board has created conceptual drawings for the Town, but lacks the funding to implement the construction. The Public Works Department, Engineering Division will be responsible for the procurement, permitting, construction, and installation of the pavilion. The pavilion will be a feature on the existing multi-purpose trail. Potential grant funding will be pursued to offset the total project cost.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>							
<b>Operating</b>	\$ -						
<b>Replacement Cost</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	SW 210th Terrace Roadway Improvement						
Priority	Transportation #6			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	SW 210th Terrace						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Engineering, Architecture & Permitting	\$ 150,000	\$ 95,000				\$ 245,000	
Land Acquisition/Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ -	\$ -	\$ 704,500	\$ 704,500	\$ -	\$ 1,409,000	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ 150,000	\$ 95,000	\$ 704,500	\$ 704,500	\$ -	\$ 1,654,000	\$ 15,000
Revenue Source	NF	NF	NF	NF	NF	NF	GAS/TFB
Description (Justification and Explanation)							
The SW 210 Terrace roadway improvement project, from Stirling Road to SW 54th Place, consists of reconstructing of an existing rural street, approximately half mile in length and 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. Staff anticipates that the required rights-of-way will be donated at no cost to the Town.							
The Town presently does not maintain the street due to lack of public road right-of-way. 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.							
Annual Impact on Operating Budget							
Personnel	\$0		This is the anticipated annual provision for repaving cost at the end of expected pavement life.				
Operating	\$0						
Replacement Cost	Year: 2050	\$55,133					
Revenue/Other	\$0						
Total	\$55,133						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	<b>Street Lighting</b>						
<b>Priority</b>	Transportation #7			<b>Project Manager</b>	Rod Ley, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	Griffin Road - West of I-75						
<b>Fiscal Year</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Total</b>	<b>Prior Years</b>
Plans and Studies	-	-	-	-	-	-	-
Engineering, Architecture & Permitting	-	\$ 25,000	5,000	-	-	\$ 30,000	-
Land Acquisition/Site preparation	-	-	-	-	-	-	-
Construction	-	-	\$ 196,000	\$ 196,000	-	\$ 392,000	-
Equipment/Furnishings	-	-	-	-	-	-	-
Other (Specify)	-	-	-	-	-	-	-
<b>TOTAL COST:</b>	-	\$ 25,000	\$ 201,000	\$ 196,000	-	\$ 422,000	-
<b>Revenue Source</b>		TFB	NF	NF		TFB=\$25,000 NF=\$397,000	
<b>Description (Justification and Explanation)</b>							
<p>The Town desires to install decorative lighting along Griffin Road from Interstate 75 west to US 27 to illuminate the street blade signs. The lighting will match the existing decorative street lighting on the east side of Griffin Road. The first phase of development are the following eleven intersections: Southwest Meadows Sanctuary Park, SW 163 Avenue, SW 164 Terrace, SW 166 Avenue, SW 168 Avenue, SW 170 Avenue, SW 172 Avenue, Fire Station, SW 178 Avenue, SW 186 Lane, and SW 188th Avenue. The second phase of development will include SW 190 Avenue, SW 193 Lane, SW 195 Terrace, SW 196 Lane, SW 199 Avenue, SW 202 Avenue, SW 205 Avenue and SW 209 Avenue.</p> <p>The Public Works Department, Engineering division will be responsible for the procurement, permitting, construction, and installation of the decorative lighting. These cost estimates are based on proposals received in 2009 for electrical energy source. Staff is continuing to research potential grant opportunities which may mandate solar energy power utilization and therefore reduce electrical operating costs. Funding was approved for FY 2016 and Staff has held meetings with and will be holding more meetings as well as evaluating its options with FPL. Expenditures are therefore deferred until FY 2018.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -		Includes estimated electricity costs upon completion, bulb and ballast replacement, etc				
<b>Operating</b>	\$ 8,400						
<b>Replacement Cost</b>							
<b>Revenue/Other</b>							
<b>Total</b>	\$ 8,400						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	<b>Public Safety Facility\Emergency Operations Center (EOC)</b>						
<b>Priority</b>	<b>Public Safety - #3</b>			<b>Project Manager</b>	<b>Rod Ley, P.E.</b>		
<b>Department</b>	<b>Public Works</b>			<b>Division</b>	<b>Engineering</b>		
<b>Project Location</b>	<b>Griffin Road and SW 163 Avenue</b>						
<b>Fiscal Year</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Engineering, Architecture &amp; Permitting</b>	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	
<b>Land Acquisition/Site preparation</b>	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	
<b>Construction</b>	\$ -	\$ -	\$ -	\$ -	\$ 4,775,000	\$ 4,775,000	
<b>Equipment/Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL COST:</b>	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	\$ 5,400,000	
<b>Revenue Source</b>					NF	NF	
<b>Description (Justification and Explanation)</b>							
<p>The Town of Southwest Ranches has future plans to construct a Public Safety Facility to house both the Town's contracted police and fire services and to operate as an Emergency Operations Center. The Town owns five acres of land at the intersection of SW 163 Avenue and Griffin Road. The construction of an EOC within the planned Public Safety Facility will provide additional response to more than 175,000 residents and regional disasters.</p> <p>This Public Safety Facility will improve emergency management capabilities of preparedness, response, recovery and mitigation by enhancing our capabilities to better respond to, coordinate and recover from emergency events. The current system of providing these emergency services from the modular trailers that the police and fire services operate from is not sufficient to meet the needs of the Town's residents. The Town has no facilities to provide emergency police, fire and EMS services that are rated to withstand the impact and effects of a major hurricane.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>			Annual Impact to operating budget to be determined (TBD)				
<b>Operating</b>							
<b>Replacement Cost</b>							
<b>Revenue/Other</b>							
<b>Total</b>							



# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Administrative Assistant (Part-Time)

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	N/A	Executive	1	\$7,280

#### **Justification and Description**

The responsibilities of the Executive department have increased requiring the existing Administrative Specialist to assist the General Services Manager to accomplish administrative, operational and facility related responsibilities on a daily basis. These responsibilities can only be accomplished away from receptionist/front desk coverage areas. The most fiscally sound solution would be to add a second part-time Administrative/Customer Service Assistant. This new position, along with the current part-time Administrative/Customer Service Assistant will work a total of 25 hours (in preferably 5 hour increments: Daily, M-F from either 8:30am to 1:30pm or 12:00pm to 5pm). The existing Administrative Assistant presently works 12 hours therefore this program modification increases coverage an additional 13 hours weekly (not to exceed 676 hours annually). There are no fringe benefits associated with this position.

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

Should this position not be funded, Townwide department's resources will continue to be overextended impacting productivity. Additionally, the increased workload added to the administrative, operational and facility related responsibilities continue to jeopardize staff's ability to fulfill the Town's mission and vision statements as well as provide outstanding customer service.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-1400-512-13100	Part-Time Salaries & Wages	\$6,760
001-1400-512-21100	Payroll Taxes	\$ 520

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Building Department Records Digitalization

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Clerk Administration	General	1	\$25,000

#### **Justification and Description**

This request is to partially fund, from existing General Fund restricted, technology building reserves, the cost to convert permit records that had been in the custody of our contracted building permit services provider C.A.P. Government. These records reflect permits issued since 2006. Converting the paper records into an electronic format would allow them to be retrieved via our records management system, Laserfiche, thereby increasing staff efficiency and effectiveness in responding to records requests as well as ultimately reducing existing storage and retrieval costs.

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

During FY 2016, our contracted building permit services provider, C.A.P. Government, relocated their main Broward County office. Many of their operations have been moved to SWR Town Hall providing increased convenience, responsiveness and customer service to SWR homeowners and contractors. However, records that were maintained by C.A.P. since 2006 have been moved to a storage unit due to space limitations. The storage unit lease is in excess of \$2,600 annually. In addition, maintaining the records in paper format delays the Town's ability to provide timely response to public record requests. The impact of not funding this request would greatly limit Town Staff's ability to provide prompt customer service and would prevent the reduction of existing and, ultimately, annual increases to storage costs, in perpetuity.

#### **Required Resources**

Line Item	Title or Description of request	Cost
001-1800-512-34100	Other Contractual Services	\$25,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Reclassification of Records Coordinator to Deputy Town Clerk

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Clerk Administration	General	2	\$8,084

#### Justification and Description

This request is made to recognize the additional job duties and functions taken on by the current Records Coordinator and reclassify the position to that of Deputy Town Clerk as of April 1, 2017 (mid-year). It is also made to plan for future growth and possible succession of the incumbent Town Clerk.

The current Records Coordinator has served the Town admirably over the past two years. During this time the Records Coordinator has taken on additional duties such as website support, Staff Liaison for the Schools Education Advisory Board, and public information messages transmitted through Constant Contact.

The reclassification of this position will allow for the current Records Coordinator to provide essential functions of the Town Clerk Department in the event of the absence of the Town Clerk. Furthermore, it will afford the Records Coordinator the opportunity to attain the Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) as this designation is only available to Municipal Clerks, Deputy Clerks, or Assistant Clerks. Additionally, in anticipation of the forthcoming Federal Fair Labor Standards Act mandate requires a salary adjustment to accommodate the minimum imposed base salary to retain exempt status (and therefore not requiring payment for hours worked in excess of 40 per work week).

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

If not funded, the Records Coordinator will not be able to gain the CMC certification which is a requirement of the Town Clerk position, thereby negating any possible immediate succession planning

#### Required Resources

Line item	Title or Description of request	Cost
001-1800-512-12100	Regular Salaries & Wages	\$7,213
001-1800-512-21100	Payroll Taxes	\$552
001-1800-512-22100	Retirement contributions	\$319

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Self-Contained Breathing Apparatus Posi-Check/Flow Test Equipment Acquisition

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	3	\$13,500

#### Justification and Description

Self-Contained Breathing Apparatus, (SCBA), must have a flow test and become certified on every SCBA Pack annually. In the past, this service was performed at no charge to the Volunteer Fire Department with an estimated annual value of \$5,000 to \$7,500. Therefore, due to the fact that this certification is required annually for safety measures, it is cost beneficial for the SWR Volunteer Fire Department ("SWRVFD") to procure its own equipment and perform the posi-check/flow test internally ultimately obtaining certification. Proposed funding is via an annual component of the imposed Fire Assessment.

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

All SCBA equipment must have a post-check, flow test and be certified on every SCBA Pack once a year

Estimates for purchase received and includes equipment, software and supplies necessary to accommodate either Honeywell or Scott product lines.

Timely flow test and certification of SCBA equipment is a life safety issue.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$13,500

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$7,245

#### Justification and Description

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

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

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

	Pants	Jackets	Pants @\$892	Jackets @\$1,157	FMIT Grant	Total (net)	STATUS
FY 2014 – 2015	23	23	\$19,205*	\$24,817*	-\$2,910	\$41,112	Actual
FY 2015 – 2016	10	10	8,920	11,570	-\$1,000	19,490	Actual
FY 2016 – 2017	5	5	4,460	5,785	-\$3,000	7,245	Funded
FY 2017 – 2018	2	2	1,784	2,314	-\$3,000	1,098	
FY 2018 – 2019	2	2	1,784	2,314	-\$3,000	1,098	
FY 2019 – 2020	2	2	1,784	2,314	-\$3,000	1,098	
FY 2020 – 2021	2	2	1,784	2,314	-\$3,000	1,098	
FY 2021 – 2022	2	2	1,784	2,314	-\$3,000	1,098	
FY 2022 - 2023	2	2	1,784	2,314	-\$3,000	1,098	
<b>Total</b>	<b>50</b>	<b>50</b>	<b>\$43,289</b>	<b>\$56,056</b>		<b>\$74,435</b>	

\*Bunker Gear for FY 2014-2015 was \$1,079 for Bunker Jackets and \$835 for Bunker Pants.

Current pricing is reflected above.

Timely replacement of bunker gear is a life safety issue.

#### Required Resources

Line Item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$7,245

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Self-Contained Breathing Apparatus Bottle Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	2	\$2,800

#### Justification and Description

Self-Contained Breathing Apparatus, (SCBA), presently on-hand, have a life expectancy of fifteen (15) years after which they cannot be used. This request is for SCBA replacement of existing SCI Mfg for the SWR Volunteer Fire Department and for thirty (30) year life expectancy tanks. The requested amount is for replacement equipment only, as necessary per the following schedule. Proposed funding is via an annual component of the imposed Fire Assessment.

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

SCI SCBA bottles, currently owned by the Volunteer Fire Department will reach the end of their useful lives pursuant to the following schedule:

	<u>SCBA #</u>	<u>SCBA @ \$1,015 w/valves, \$700 w/o*</u>	<u>STATUS</u>
FY 2014 – 2015	10	\$ 10,150	Actual
FY 2015 – 2016	4	4,060	Funded
FY 2016 – 2017	4	2,800	<b>FUNDED</b>
FY 2017 – 2018	6	4,200	
FY 2018 – 2019	<u>4</u>	<u>2,800</u>	
Total	<u>28</u>	<u>\$ 24,010</u>	

\*minimum purchase of 4 SCBA bottles is preferred; SCBA bottles have a 30-year life, are approximately \$700 per SCBA bottle + \$315 for valves, if deemed necessary. Timely replacement of SCBA bottles are a life safety issue. Subsequent to FY 2019, the replacement for SCBA bottles is projected to reconvene during FY 2045-2046.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$2,800

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Townwide Parks Maintenance Level of Service Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks	General	2	\$21,151

#### Justification and Description

This request is for approval for annual mulch replenishment and fertilization for all park and other Town properties with planted landscape areas.

Providing these services will improve appearance of the properties and adhere to Best Management Practices.

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

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

If not funded, the level of maintenance will remain the same and no improvement in appearance will be achieved.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46040	Grounds Maintenance – Parks	\$21,151

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Sunshine Ranches Equestrian and Country Estates Parks Playground Surface Material

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks	General	1	\$21,000

#### Justification and Description

This request is for the addition of playground surfacing material at Sunshine Ranches Equestrian park and at Country Estates Park.

The Sunshine Ranches Equestrian Park playground was completed in 2006. Playground surface material has been spot-added on two occasions, but a full replenishment is currently overdue.

The Country Estates Park playground was completed in 2013. Replenishment of surface material is currently due.

Cost estimates were established on area calculations and contractors' rates.

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

If not funded, surface material levels will continue to decrease with weathering below safe operating margins.

#### Required Resources

Line Item	Title or Description of request	Cost
001-3600-572-46110	Miscellaneous Maintenance – Sunshine Ranches Equestrian Park playground surface material	\$14,000
001-3600-572-46110	Miscellaneous Maintenance – Country Estates Park playground surface material	\$7,000



# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Community Forestry Maintenance: Level of Service Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	PROS-Forestry	General	3	\$6,300

#### Justification and Description

The Town's Community Forestry Management budget affords minimal maintenance on a rotating schedule for an ever-increasing asset. A conservative request for enhanced maintenance is requested based upon Council inquiries, Resident's concerns and multiple incidents of unbudgeted requests for maintenance causing the amount spent on rotating routine maintenance to be decreased.

Costs were estimated based on inventory of the asset and contractor's rates.

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

If not funded, scheduled rotation for routine pruning maintenance will increase to compensate for unbudgeted work.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46050	Tree Maintenance/Preservation	\$6,300

## FUNDED

Town of Southwest Ranches, Florida

### FY 2017 Program Modification

#### Geographic Information System (GIS) Software

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Town Clerk	General	1	\$16,845

#### **Justification and Description**

This request is to purchase geographic information system (GIS) software and training. GIS will expand every department's capabilities, including, but not limited to Public Works, Community Services, Engineering, Planning, Zoning, Code Enforcement, Building, Emergency Services, Finance, and Parks and Recreation. Some of these benefits included tracking aging infrastructure, monitoring code violations, and identifying potential capital improvement projects. GIS will also assist with implementation and maintenance of the Towns existing NPDES Program as well as the Community Rating System.

The proposed purchase will allow one person to utilize the system at a time to build GIS layers and publish to ArcGIS online, but up to 5 additional people can utilize ArcGIS online to view the different published GIS layers. Initial costs to implement the system will be \$16,845 which includes an annual subscription and training. Annual recurring operating costs will be \$4,000 which includes a \$2,500 annual subscription plus \$1,500 for annual maintenance. Funding utilizing GF-Fund Balance was adopted as its revenue source.

Additionally, Tamarac IT has determined that no new computer servers will be required since this will be a hosted solution. However, existing computers may lag if computer memory is insufficient. If new computers are required, we would need to expend approximately \$9,000 for six new computers. Accordingly, it is recommended to wait until post implementation to budget for new computers, if needed.

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

The utilization of an enterprise GIS system will provide a host of benefits to the Town and enhance services to our residents and customers. Without the software, the Town will continue to rely on paying outside consultants for mapping needs. Town staff will have to use antiquated methods of tracking permits, inventory, and maintenance logs.

Line item	Title or Description of request	Cost
001-3900-519-64100	GIS Software and Training	\$16,845

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Griffin Road-West: Irrigation System Overhaul

Department Name	Division Name	Fund	Priority	Fiscal Impact
Transportation	PROS	Transportation	2	\$43,000

#### Justification and Description

The Griffin Road West irrigation system was completed in 2009 concurrent with the Griffin Road Widening project. At the time of final inspection, the project failed Southwest Ranches' inspection, with documented deficiencies in the County's installation, including obsolescence of system components. Nearly 2 years passed with little maintenance by the County for the problematic, newly-installed system. Town Staff were directed by the Town Attorney not to accept the project or begin maintenance until the case was settled.

When settlement was achieved in 2011, the Town assumed responsibility for maintenance, however, there were multiple issues with the system documented by the Town's contractor. Although the Town's contractor was able to get the system to perform, and began regular maintenance, ultimately the system(s) deficiencies continued until the system was no longer operational.

The system consists of two pump stations. These components were designed and installed as part of a proprietary system from Hoover Pumping Systems, Inc. Proposals for necessary repairs have yet to reveal comprehensive scope of work required to return the system to full operation.

To date, replacement of the "smart" controllers have revealed issues with the field wiring. Maximum expenditures for this aspect of repair cannot be accurately estimated without performing the actual work. This is an extensive operation requiring investigation of wiring and circuits that extend from the pump and controller to all 130 zones.

Cost estimates are based on time and materials calculations and represent only the best approximation our Contractor can give.

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

If not funded, no irrigation of landscape can be accomplished and existing conditions will not improve but will continue to degrade.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-53110	Griffin Road Maintenance - irrigation system overhaul	\$43,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Rights of Way: Increased Level of Service

Department Name	Division Name	Fund	Priority	Fiscal Impact
Transportation	PROS	Transportation	1	\$15,435

#### Justification and Description

This request is for increased levels of maintenance services on Rights of Way including Griffin Road, the Dykes Road and Sheridan Street median and other Rights-of-Way maintained by the Town for increased frequency of mowing in order to improve the appearance based upon Council inquiries, Residents' concerns, and efficiency of operation.

The current level of service for mowing maintenance on Griffin Road and Dykes Road median at Sheridan Street is 24 times per year. This rate is lower than a minimum recommended maintenance level. Multiple complaints have been received regarding appearance of the roadways. The proposed level of service increases frequency to 28 times per year for Griffin Road mowing maintenance; an increase representing \$15,115; and to 28 times per year for Dykes Road median mowing maintenance, an increase representing \$320.

Per Council direction, fertilization and mulch applications to enhance the appearance of Rights-of-Way maintained by the Town are not funded. However, for informational purposes fertilization and mulch along Griffin Road are estimated at \$7,893; and 29,000 respectively. Fertilization and mulch along other Rights-of-Way are estimated at \$4,446 and 11,000, respectively.

	Griffin Road	Townwide/ROW	Total
Increased Mowing	\$ 15,115	\$ 320	\$15,435

Cost estimates were established using current contract rates.

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

Alternatives for lesser levels of service may be considered. If not funded, no improvement in the overall appearance of the areas can be achieved.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-53110	Road Materials-Griffin Road Maintenance Contractual Services, with increased LOS	\$15,115
101-5100-541-46010	Maintenance Service / Repair Contracts	\$320

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Communication Radios, including accessory Equipment Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	4	\$52,000

#### Justification and Description

Broward County will be switching to TDMA technology during our FY 2017 – 2018, making all of the SVR Volunteer Fire radios and accessory equipment obsolete and unusable. We will need three (3) mobile truck radios, including installation (as our current wiring will not work) and accessory equipment. We will also initially need sixteen (16) portable (hand-held) radios for our firefighters, including batteries, microphones and radio holsters. We also need ten (10) back-up batteries and ten (10) Bluetooth units for portable radios. This request is for radio replacement, including accessory equipment, as per following schedule. Proposed funding is via an annual component of the imposed Fire Assessment.

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

Radios, including accessory equipment currently owned by the Volunteer Fire Department, will be obsolete as of FY 2017 – 2018 and replacement is required pursuant to the following schedule:

	# of Radios & Accessory Equip.	Radios & Accessory Equip. @\$6,500 each*
FY 2016 – 2017	8	\$ 52,000
Remaining Radios & Accessory Equipment:		
FY 2017 – 2018	<u>11</u>	<u>\$ 77,416</u>
Total	<u>19</u>	<u>\$129,416</u>

\*estimate

Timely replacement of radios and accessory equipment is a life safety issue.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$52,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Vehicle Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	2	\$30,000

#### Justification and Description

This request is to fund the cost to replace one (1) of the Town's three (3) fleet vehicles at Town Hall. Currently the mileage for each vehicle is over 100k miles and they are all reaching or have reached their end-of-life cycle.

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

During FY 2014, as per the agreement with the Town of Davie Police Department (DPD), the Town of Southwest Ranches allocated eight (8) of the most mechanically efficient vehicles to the DPD during the transition from BSO to DPD services. The Town of Southwest Ranches retained the next best three (3) for its internal Fleet. These three (3) vehicles have reached their end-of-life cycle. Currently, these vehicles are used by staff to respond to Townwide business including but not limited to: meetings, inspections, events, park and financial activities. They are also used to travel outside of the Town to attend business meetings and trainings. Additionally, these vehicles are expected to be utilized for damage control and rapid impact assessments in the event of a serious storm, emergency or natural disaster. The impact of not funding this request would greatly inhibit Town Staff ability to conduct these vital functions.

#### Required Resources

Line item	Title or Description of request	Cost
001-3900-513-64100	Machinery & Equipment	\$30,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Town Hall Exterior Repainting

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	3	\$16,544

#### Justification and Description

In 2011, prior to Town staff occupancy, the exterior of the Town Hall municipal complex building located at 13400 Griffin Road, was painted in addition to other renovations. As such, the last painting of the exterior was over five (5) years ago and is reaching its useful life and appearance. Amount proposed to be funded represents cost of paint and materials, as well as painting done professionally.

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

In 2016, a new hardened roof was installed resulting in the need to either patch or resurface areas that have been damaged therefore requiring a fresh coat of paint. Additionally, Town Hall safety improvements are also planned to be completed presenting the opportunity for a uniform and professional appearance throughout the entire municipal complex.

#### Required Resources

Line item	Title or Description of request	Cost
001-3900-519-46020	Town Hall Exterior Repainting	\$16,544

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Griffin Road Median Replanting

Department Name	Division Name	Fund	Priority	Fiscal Impact
Transportation	PROS	Transportation	3	\$43,465

#### Justification and Description

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

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

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

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

Costs were conservatively calculated based on square foot area to be planted in areas of greatest potential impact or need, at current contract rates. The irrigation system in the area also requires significant work in order to be sufficiently functional to provide needed water for establishment of new plantings and for ongoing maintenance in dry season.

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

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

#### **Required Resources**

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



**Town of Southwest Ranches**  
**Adopted FY 2016/2017**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
 Volunteer Fire Service Department  
 Volunteer Fire Fund

Expenditures	Total FY 2016-2017 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	\$ 2,793,621	\$ 1,611,919	\$ 1,181,702
Personnel Expenses	-	N/A	-
Operating Expenses	264,984	N/A	264,984
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	43,545	N/A	43,545
<b>Sub-Total</b>	<b>\$ 3,131,635</b>	<b>\$ 1,611,919</b>	<b>\$ 1,519,716</b>

**Other Expenses**

Publication & Notification Costs	3,000
Statutory Discount	77,656
Collections Cost	30,394
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	189,814
<b>Total Fire Assessment Expenses</b>	<b>\$ 1,820,580</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Adopted Rates FY 16/17	Total Assessed Rates FY 15/16	Difference: Increase
Residential - 2555 Units	Per Dwelling Unit	62.8912%	1,144,985	448.13	439.02	9.11
Commercial - 340,986 SF	Per Sq.Ft. Bldg Area	15.0283%	273,602	0.80	0.80	-
Indust/Warehouse - 118,572 SF	Per Sq.Ft. Bldg Area	9.5818%	174,444	1.47	1.43	0.04
Institutional - 480,581 SF	Per Sq.Ft. Bldg Area	6.2499%	113,784	0.24	0.23	0.01
Vacant/Agricultural - 1,432 Acres	Per Acre	6.2488%	113,764	79.44	73.97	5.47
<b>Total</b>		<b>100%</b>	<b>\$ 1,820,580</b>			

**Town of Southwest Ranches**  
**Adopted FY 2016/2017**  
**Solid Waste Assessment Worksheet**

**Sources:**

LGL/SWS Contract  
 Broward County Property Appraiser  
 Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Adopted FY 16/17
% Allocation Direct Expenses Only	66%	34%	

**Direct Expenses:**

Solid Waste Collection	\$ 287,527	\$ -	\$ 287,527
Recycling Collection	\$ 50,470	\$ -	\$ 50,470
Bulk Waste Collection	\$ -	\$ 107,976	\$ 107,976
Solid Waste Disposal	\$ 187,657	\$ -	\$ 187,657
Bulk Waste Disposal	\$ -	\$ 163,952	\$ 163,952
<b>Sub-Total</b>	<b>\$ 525,654</b>	<b>\$ 271,928</b>	<b>\$ 797,582</b>

**Other Expenses**

Statutory Discount	\$ 43,546
Collections Cost	\$ 42,092
Townwide Personnel/Contractual Costs	\$ 205,427
Net Assets Available for Rate Stabilization	\$ 14,275
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,102,922</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 16/17	Total Assessed Rates FY 15/16	Difference: Increase (Decrease)
A	- 41,200	406	284.39	105.26	389.65	389.65	-
B	41,201 46,999	421	284.39	125.06	409.45	409.45	-
C	47,000 62,999	411	284.39	148.91	433.30	433.30	-
D	63,000 95,999	444	284.39	161.45	445.84	445.84	-
E	96,000 106,999	452	284.39	184.95	469.34	469.34	-
F	107,000 >107,000	422	284.39	225.62	510.01	510.01	-

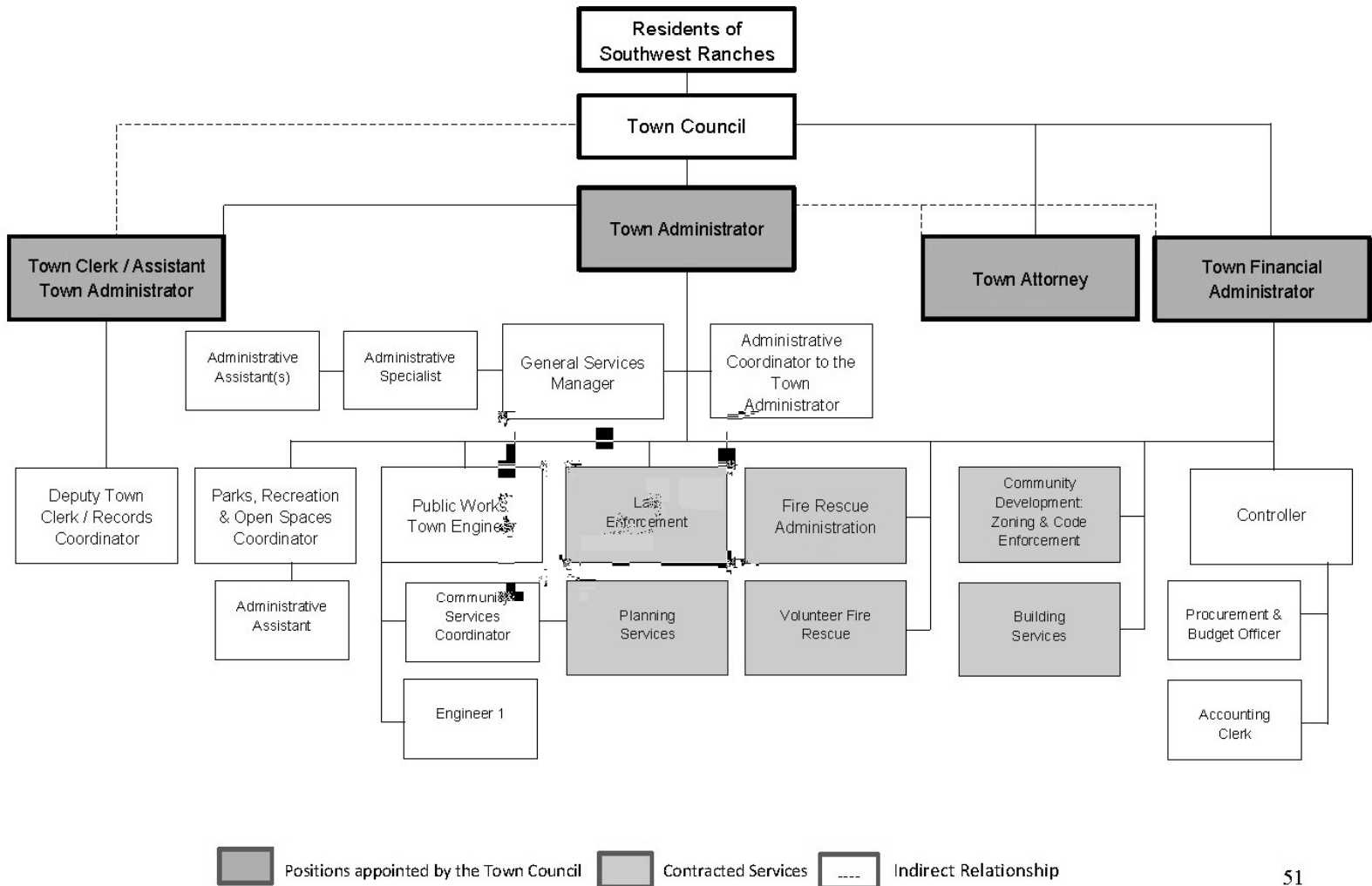
**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2017 Special Assessments**

<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
Legislature	\$ 68,975	87%	\$ 60,008	5%	\$ 3,449	8%	\$ 5,518
Attorney	\$ 522,500	87%	\$ 454,575	5%	\$ 26,125	8%	\$ 41,800
Executive	\$ 416,472	70%	\$ 291,530	15%	\$ 62,471	15%	\$ 62,471
Finance	\$ 367,066	70%	\$ 256,946	15%	\$ 55,060	15%	\$ 55,060
Clerk	\$ 173,432	90%	\$ 156,089	3%	\$ 5,203	7%	\$ 12,140
Public Works	\$ 220,122	99%	\$ 217,921	0%	\$ -	1%	\$ 2,201
Code Enforce.	\$ 132,800	52%	\$ 69,056	40%	\$ 53,120	8%	\$ 10,624
PROS	\$ 100,521	100%	\$ 100,521	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 2,001,888</b>		<b>\$ 1,606,647</b>		<b>\$ 205,427</b>		<b>\$ 189,814</b>

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



# TOWN OF SOUTHWEST RANCHES ORGANIZATIONAL CHART Fiscal Year 2016\2017



## Personnel Complement

		FY 2016		FY 2017	
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	-	5	-	5
	Executive	4	-	4	2
	Finance	3	-	4	-
	Town Clerk	3	1	2	-
	Public Works: Engineering & Community Services	2.5	-	2.5	-
	Public Safety - Fire Administration	-	2	-	-
	Parks, Rec & Open Space	1	1	1	1
Transportation Fund	Public Works: Engineering & Community Services	0.5	-	0.5	-
<b>Total all funds</b>		14	9	14	8



## 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.



**FY 2016-2017**

2016 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted by: John Egert

## General Fund Summary Fiscal Year 2017

### FY 2016 Estimated

Estimated Total Revenues	12,965,075
Estimated Expenditures & Encumbrances	<u>(12,654,076)</u>
Estimated FY 2016 Year End Difference	<u><u>310,999</u></u>

### FY 2017 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2015	4,365,118
Estimated FY 2016 Year End Difference	310,999
Appropriated Restricted Fire Cntrl Fd Bal FY 2016	106,500
Appropriated Fund Balance FY 2016	(2,367,012)
Restricted Fund Bal for Build. Technology FY 2016	<u>(157,002)</u>
Projected Unassigned Fund Balance 9/30/2016	2,258,603
Appropriated Fund Balance FY 2017	<u>(65,195)</u>
Projected Unassigned Fund Balance 9/30/2017	<u><u>2,193,408</u></u>

### FY 2017 Budget Summary

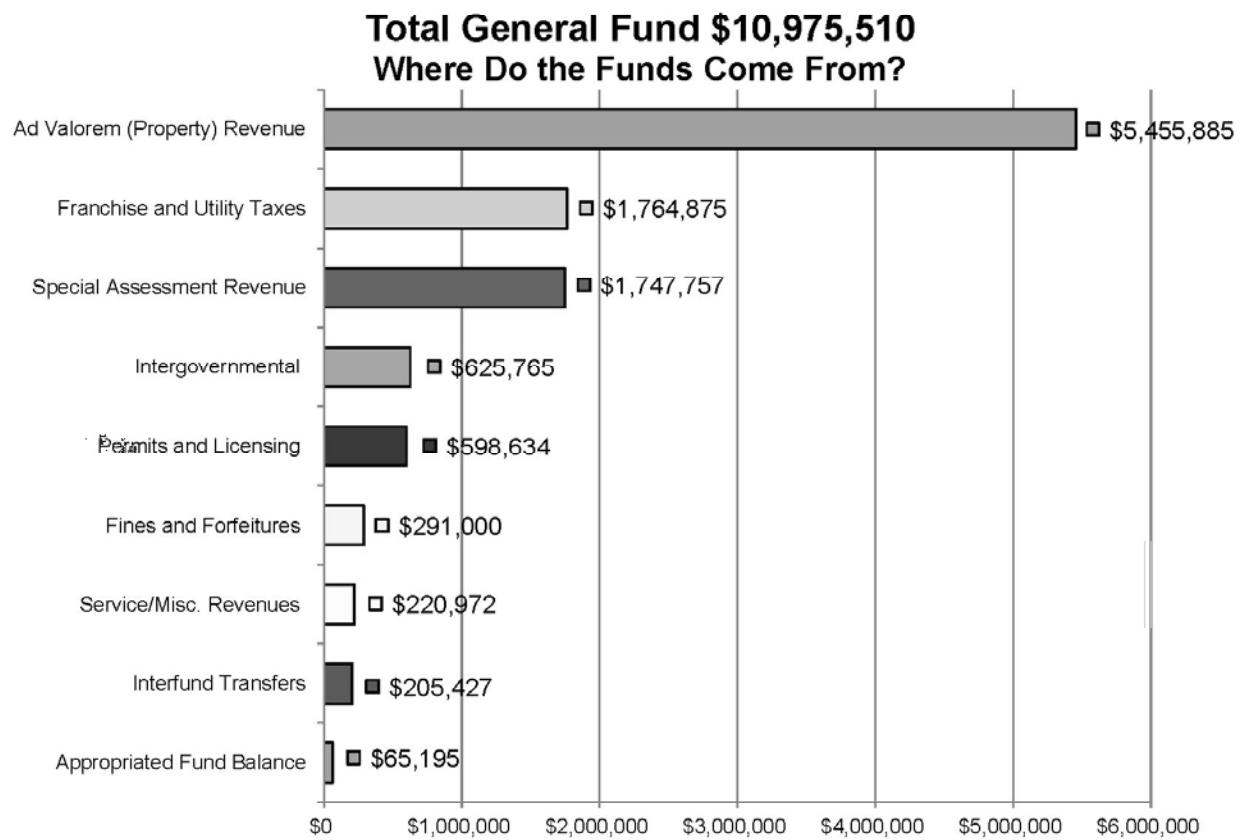
#### Adopted Revenues

Property Tax	5,455,885
Utility and Franchise Taxes	1,764,876
Permits/Licenses/Inspections	598,634
Intergovernmental Revenues	625,765
Services Revenues	134,000
Fines & Forfeitures	291,000
Miscellaneous Revenues	2,040,156
Appropriated Fund Balance	<u>65,195</u>
<b>Total Revenue</b>	<b><u><u>10,975,510</u></u></b>

#### Adopted Expenditures

Personnel Costs	1,351,588
Operating Items	7,367,754
Capital Outlay	75,640
Non-Operating Expenses	<u>2,180,528</u>
<b>Total Expenditures</b>	<b><u><u>10,975,510</u></u></b>

Note: There is an additional \$836,101 in Non-spendable, Committed and Restricted Fund Balance in the General Fund as of 9/30/2015





## GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
311-31110	Current & Delinquent Real/Pers. Property	4,245,718	4,788,464	5,123,150	5,054,017	5,455,885
<b>TOTAL</b>	<b>Total Ad valorem Property Taxes</b>	<b>4,245,718</b>	<b>4,788,464</b>	<b>5,123,150</b>	<b>5,054,017</b>	<b>5,455,885</b>
314-31410	Electric Utility	771,363	783,904	738,898	764,105	760,284
314-31480	Gas Utility	32,357	34,877	30,000	36,588	32,929
315-31500	Communications Services Taxes	365,464	393,540	375,670	396,713	371,541
<b>TOTAL</b>	<b>Utility Fees</b>	<b>1,169,184</b>	<b>1,212,320</b>	<b>1,144,568</b>	<b>1,197,406</b>	<b>1,164,755</b>
323-32310	Electric Franchise	585,411	585,282	548,556	569,167	566,321
323-32370	Solid Waste Franchise	25,836	28,788	25,000	27,022	26,600
323-32395	Towing Franchise	5,312	7,589	6,900	8,617	7,200
<b>TOTAL</b>	<b>Franchise Fees</b>	<b>616,559</b>	<b>621,659</b>	<b>580,456</b>	<b>604,806</b>	<b>600,121</b>
316-31600	Business Tax Receipts	7,388	7,883	7,000	7,000	7,000
322-32200	Building Permits - Regulatory Fees	28,525	42,891	27,273	36,364	27,273
322-32207	Building Permits - Contractor	259,937	360,956	272,727	363,636	272,727
322-32225	Building Permits - SWR	86,845	120,319	90,909	121,212	90,909
322-32240	Building Permits - Admin Fees	44,391	69,359	40,909	54,545	28,275
322-32290	Fire Inspection Service & Fees	11,738	12,097	11,400	13,945	12,000
329-32901	Planning & Zoning Review Fees	138,977	83,346	100,500	88,000	104,300
329-32905	In House Engineering Fees	35,347	72,110	50,000	61,940	55,000
329-32909	Lobbyist Fees / Registrations	650	100	100	200	150
329-32910	Certificate of Use Registration	2,875	960	1,000	1,750	1,000
<b>TOTAL</b>	<b>Permits/Licenses/Inspection</b>	<b>616,672</b>	<b>770,021</b>	<b>601,818</b>	<b>748,592</b>	<b>598,634</b>
331-33120	U.S. Public Safety Grant	12,593	40,731	-	-	-
331-33126	U.S. Public Safety Grant-FDLE	-	760	2,500	1,000	2,500
335-33512	State Revenue Sharing (Sales Tax)	119,170	122,990	119,876	122,505	128,317
335-33515	Beverage License	1,994	1,994	1,500	1,994	1,500
335-33518	State 1/2 Cent Sales Tax	454,512	475,042	468,854	481,191	493,448
<b>TOTAL</b>	<b>Intergovernmental - Federal/State</b>	<b>588,270</b>	<b>641,519</b>	<b>592,730</b>	<b>606,690</b>	<b>625,765</b>
341-34191	Election Qualifying Fees	200	-	-	1,250	-
342-34260	Ambulance Fees	134,102	120,424	121,200	141,672	124,000
347-34720	Parks/Rec & Open Spaces Serv Charge	795	3,855	1,500	10,466	10,000
<b>TOTAL</b>	<b>Services Revenues</b>	<b>135,097</b>	<b>124,279</b>	<b>122,700</b>	<b>153,388</b>	<b>134,000</b>
351-35150	Traffic Judgment/Fines	89,245	141,736	89,542	119,801	125,000
354-35402	False Alarm Fines	2,400	14,232	8,762	5,500	6,000
358-35820	Law Enforcement Seizures	87	1,530	-	-	-
359-35901	Code Enforcement/Lien Recovery	355,881	195,903	150,000	100,000	150,000
359-35902	Code Enforcement/Lien Recovery-Legal	40,811	21,475	10,000	31,963	10,000
<b>TOTAL</b>	<b>Fines &amp; Forfeitures</b>	<b>488,424</b>	<b>374,876</b>	<b>258,304</b>	<b>257,264</b>	<b>291,000</b>
324-32461	Impact Fee-Residential-Parks/Recreation	-	6,075	-	5,101	-
325-32520	Special Assessment Fire	1,793,016	1,842,456	1,695,440	1,695,440	1,747,757
361-36110	Interest Earnings	4,882	18,178	9,000	12,000	12,000
362-36210	Cell Tower	62,407	64,184	65,789	57,031	55,472
364-36400	Disposition of Fixed Assets	6,725	8,206	-	-	-
366-36620	Contrib/Donation for Educa/Scholarships	7,200	7,500	7,500	7,500	7,500
369-36990	Other Misc Revenues	43,454	8,169	12,000	13,000	12,000
382-38240	Reimbursement/Contrib from Solid Waste	183,326	168,833	185,828	185,828	205,427
399-39900	Appropriated Fund Balance	-	-	2,367,012	2,367,012	65,195
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>2,101,010</b>	<b>2,123,601</b>	<b>4,342,569</b>	<b>4,342,912</b>	<b>2,105,351</b>
<b>GRAND TOTAL</b>		<b>9,960,933</b>	<b>10,656,737</b>	<b>12,766,295</b>	<b>12,965,075</b>	<b>10,975,510</b>

## **REVENUE SOURCES**

### **Ad Valorem Tax**

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

Under the Save our Homes provisions (Amendment 10), all homestead properties can only have an annual increase of assessed value of either 3% or the CPI, whichever is less. For FY 2013, Amendment 1 limits Towns to a millage rate of the roll-back rate, plus the adjustment for growth in per capita Florida income. For this year, that amount is 1.0375%.

For FY 2016, the Town of Southwest Ranches' Mayor and Town Council adopted a total rate of 4.3354 representing the Town's historic rate of 3.9404 plus an on-going TSDOR CIP rate of 0.3950. For FY 2017, the Town of Southwest Ranches adopted a total rate of 4.4629 representing the Town's current year operating rate of 4.0579 plus 0.4050 pertaining to the TSDOR CIP.

### **Sales and Use Taxes**

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

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

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

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

Licenses, permits and inspection fees are collected for services performed at specific properties for the benefit of particularly property owners. Building permit categories include: structural, electrical, plumbing, roofing and mechanical permits. To comply with the policy objective to obtain full cost recovery, effective May 1, 2012 the Town receives 25% of building permits for cost recovery. Revenue is generally stable at a base level unless there is commercial development underway. The Town projects \$748,592 in General Fund revenues for FY 2016 for these combined sources.

### **Intergovernmental Revenue**

The Town receives recurring revenues from revenue sharing programs with the State of Florida. The Town receives periodic intergovernmental revenues from the United States of America in the form of assistance grants for specific projects. All disbursements of State revenues are based on receipts by the State and the Town's population. The Department of Revenue updated their revenue estimates many times in preparation of the current budget cycle and continues to do so. The Town is required to use not less than 95% of these projected numbers as a base for budgeting, so revisions are required. The Town projects \$606,690 in General Fund revenues for FY 2016 for these combined sources.

**Services Revenues**

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

**Fines and Forfeitures**

Funds to promote public safety and other projects are received by the Town from fines, forfeitures, and/or seizures connected with illegal behavior in the community. Those funds are restricted to, and accounted for, in the Town's fines and forfeiture fund, lien collection fees, lien search services. Fines for the general fund derive from code enforcement and parking violations. Total FY 2017 general fund fines and forfeitures are projected and adopted at \$291,000.

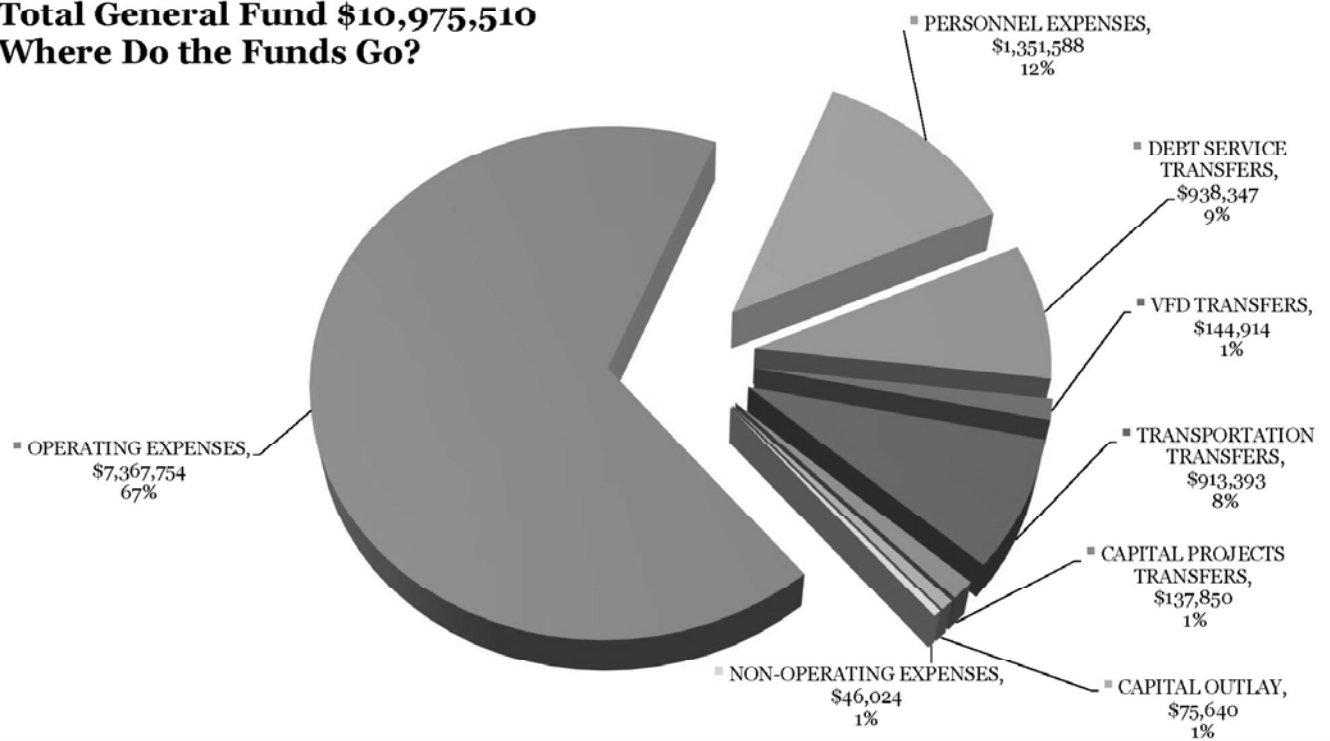
**Miscellaneous Revenues**

Any revenues that the Town receives which do not reasonably conform to any of the above identified categories are included in this category. This category includes interest earnings, receipts from the disposition of assets by sale, fire protection assessments, and similar items. Interfund Transfers between other funds may also be captured here. For FY 2016, staff anticipates \$1,975,900 in miscellaneous revenues. In FY 2017 staff projects \$2,040,156 in miscellaneous revenues.

**Appropriations:**

Technical definitions of revenue usually do not cover appropriations. Nevertheless, these are funds which are being brought out of the restricted, assigned or unassigned fund balance (reserves), if necessary. In FY 2016, staff anticipates the use of \$2,367,012 in unassigned fund balance. For FY 2017 the Town Council adopted the use of \$65,195 in unassigned fund balance (reserves).

**Total General Fund \$10,975,510**  
**Where Do the Funds Go?**



## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
12100	Regular Salaries & Wages	863,705	916,099	1,009,734	1,009,553	1,089,836
13100	Part-Time Salaries & Wages	70,983	70,526	46,952	43,140	25,444
14100	Overtime	-	-	-	-	5,069
21100	Payroll Taxes	66,044	68,857	78,653	77,171	81,651
22100	Retirement Contribution	17,072	40,262	53,637	48,466	59,715
23100	Life & Health Insurance	58,303	77,822	93,484	76,611	75,596
24100	Workers Compensation	10,219	10,166	10,659	10,659	9,276
25100	Unemployment Compensation	-	3,850	5,000	-	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>1,086,325</b>	<b>1,187,583</b>	<b>1,298,119</b>	<b>1,265,601</b>	<b>1,351,588</b>
31010	Professional Services	220,362	188,220	214,100	188,440	203,600
31020	Lawsuits and Prosecutions	335,197	304,435	250,000	315,000	295,000
31030	Lawsuits - Code Enforcement	76,377	72,699	55,000	70,000	50,000
31040	Lawsuits - Planning and Zoning	18,503	10,378	20,000	7,500	7,500
31090	Lobbyist	29,020	42,135	42,500	42,500	42,500
32100	Accounting and Auditing	50,120	37,618	56,185	47,476	52,723
34100	Other Contractual Services	5,587,492	5,420,715	5,541,443	5,614,373	5,727,885
34300	Other Contractual Svcs - P&Z Permits	93,566	53,724	60,000	63,000	69,300
34310	Other Contractual Svcs - P&Z Hearings	32,004	28,414	40,500	25,000	35,000
34320	Other Contractual Svcs - P&Z Town Req	15,538	10,147	35,000	34,500	17,250
34330	Other Contractual Svcs - P&Z Land Use	20,327	23,490	20,000	20,000	20,000
40100	Mileage Reimbursement	2,783	-	2,300	500	1,700
41100	Telecommunications	26,755	27,478	28,992	29,160	28,160
42100	Postage	23,270	19,764	26,000	23,500	24,000
43100	Electricity	31,183	32,473	42,000	34,000	36,000
43110	Water	8,655	19,444	15,500	21,200	19,410
44020	Building Rental/Leasing	1,528	1,777	2,500	3,000	4,800
44030	Equipment Leasing	-	20,121	23,100	21,000	21,500
45100	Property and Liability Insurance	84,877	90,447	108,876	102,545	114,743
46010	Maintenance Service/Repair Contracts	12,621	13,030	15,000	15,000	15,000
46020	Building Maintenance	14,298	17,630	24,500	22,500	18,000
46030	Equipment Maintenance	25,604	26,810	31,140	31,140	32,940
46040	Grounds Maintenance-Parks	12,488	131,396	194,381	190,000	211,000
46050	Tree Maintenance/Preservation	14,461	26,025	25,200	25,200	31,500
46060	Lake Maintenance	8,640	11,615	15,780	15,780	15,780
46110	Miscellaneous Maintenance	1,114	19,129	26,750	23,250	43,270
46120	Vehicle Maintenance	43,977	18,229	25,000	25,000	21,000
46500	Software Maintenance	23,090	20,306	34,516	36,216	31,800
48100	Promotional Activities/Newsletter	21,620	24,313	25,000	25,000	25,000
48110	Promotional Activities/Town Events	14,616	20,216	33,300	26,000	22,500
49100	Other Current Charges	14,009	29,006	27,482	21,482	24,000
49110	Legal Advertisement	13,955	8,910	15,000	8,000	9,500
51100	Office Supplies	16,960	19,737	23,000	20,000	21,500
52140	Uniforms	204	1,175	2,500	2,500	2,500
52160	Gasoline	14,189	10,617	25,000	14,500	20,000
52900	Miscellaneous Operating Supplies	15,446	17,146	10,500	8,000	8,500

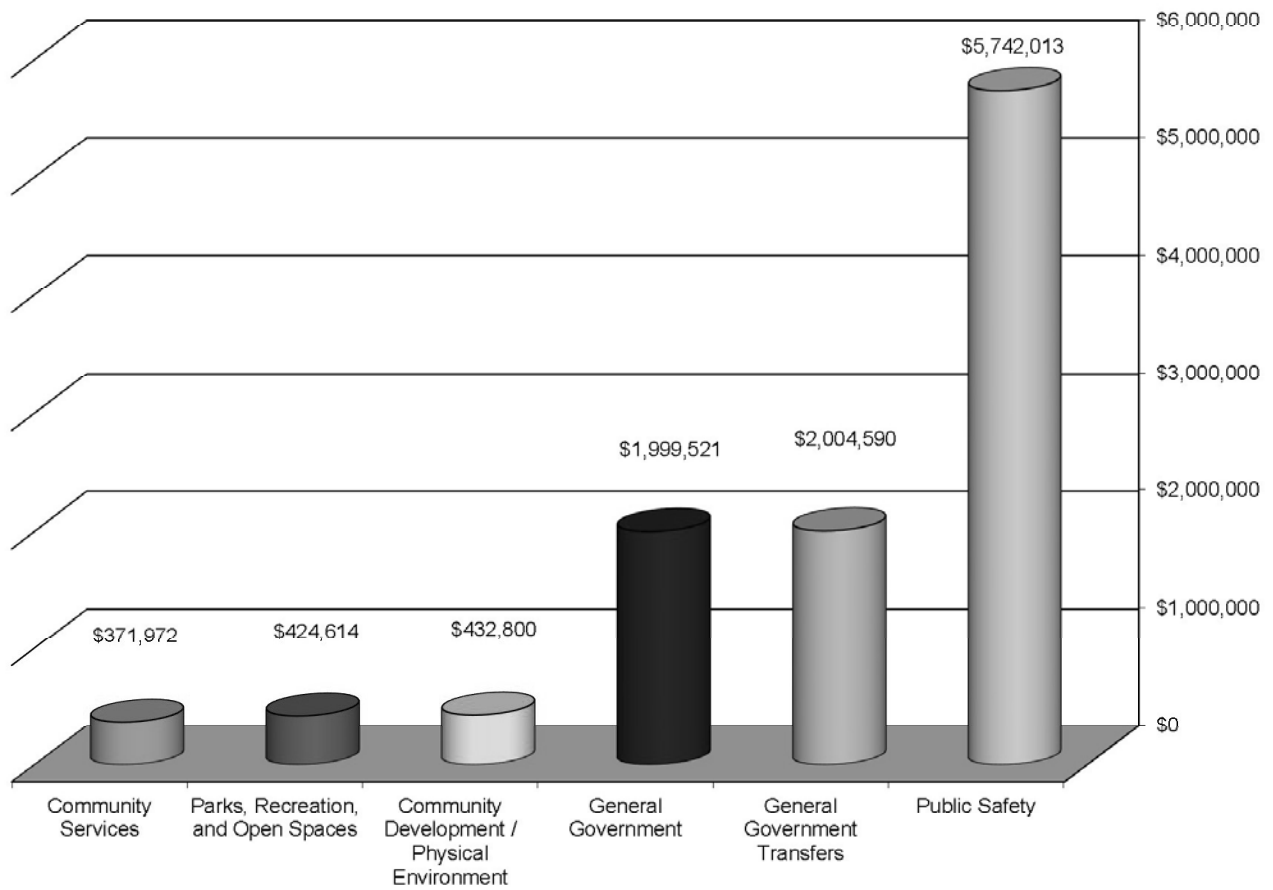
## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
54100	Subscriptions and Memberships	6,256	6,974	9,585	10,085	11,065
55100	Training and Education	23,661	40,993	15,045	13,045	15,328
55200	Conferences and Seminars	5,794	4,715	16,295	12,500	16,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>6,960,561</b>	<b>6,871,449</b>	<b>7,178,970</b>	<b>7,207,892</b>	<b>7,367,754</b>
63100	Infrastructure - General	-	5,500	-	-	-
63120	Infrastructure - Fire Wells	-	14,000	19,950	19,950	15,000
64100	Machinery and Equipment	35,667	77,912	58,961	60,414	60,640
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>35,667</b>	<b>97,412</b>	<b>78,911</b>	<b>80,364</b>	<b>75,640</b>
82100	Aid to Private Organizations	11,200	12,347	12,600	12,600	12,600
91101	Transfers to Transportation Fund	213,472	794,139	1,012,341	1,012,341	913,393
91102	Transfers to Volunteer Fire Fund	251,532	133,837	111,291	111,291	144,914
91201	Transfers to Debt Service Fund	734,609	732,790	2,356,487	2,356,487	938,347
91301	Transfers to Capital Projects Fund	174,934	109,027	607,500	607,500	137,850
99100	Contingency/Reserve-Operating	-	-	118,576	-	33,424
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>1,385,747</b>	<b>1,782,139</b>	<b>4,218,795</b>	<b>4,100,219</b>	<b>2,180,528</b>
<b>TOTAL</b>	<b>GENERAL FUND</b>	<b>9,468,301</b>	<b>9,938,584</b>	<b>12,774,795</b>	<b>12,654,076</b>	<b>10,975,510</b>

## General Fund Expenditure Summary by Department

Department	FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Legislative	112,195	126,331	135,100	130,020	135,075
Town Attorney	594,920	539,869	500,000	552,500	522,500
Executive	364,804	434,413	470,066	459,568	489,122
Finance	283,553	278,215	342,233	340,752	430,189
Town Clerk	195,938	216,311	250,398	240,171	230,832
Building Services	288,461	399,129	300,000	400,000	300,000
Code Dev : Code Enforce & Zoning	229,245	190,749	190,800	194,800	202,100
Planning Services	69,326	62,312	98,000	80,500	74,250
Public Works : Engineering & C.S.	190,270	206,870	233,572	211,431	228,422
Public Safety - Police	2,562,804	2,276,308	2,412,549	2,371,979	2,465,464
Public Safety - Fire Admin+VF Svcs	2,996,111	3,003,184	3,020,743	3,005,583	3,131,635
Parks, Recreation and Open Spaces	195,826	286,489	383,298	372,543	424,614
Non-Departmental	1,384,848	1,918,405	4,438,036	4,294,229	2,341,307
<b>Total</b>	<b>9,468,301</b>	<b>9,938,584</b>	<b>12,774,795</b>	<b>12,654,076</b>	<b>10,975,510</b>

### General Fund Expenditures by Function





## Legislative Department

### Services, Functions, and Activities:

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

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

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

### Personnel Complement

Position Title	Adopted FY 2016			Adopted FY 2017		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Mayor		1			1	
Vice Mayor		1			1	
Town Councilors		3			3	
<b>Total</b>		<b>5</b>			<b>5</b>	

## Legislative Department Expenditures

Line Item Prefix: 001-1000-511-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	63,000	63,000	63,000	63,000	63,000
21100	Payroll Taxes	4,820	4,820	4,900	4,820	4,820
24100	Workers Compensation	1,100	1,100	1,100	1,100	1,155
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>68,920</b>	<b>68,920</b>	<b>69,000</b>	<b>68,920</b>	<b>68,975</b>
31090	Lobbyist	29,020	42,135	42,500	42,500	42,500
40100	Mileage Reimbursement	-	-	1,000	-	1,000
49100	Other Current Charges	496	286	2,000	1,000	2,000
54100	Subscriptions and Memberships	2,559	1,473	2,500	2,500	2,500
55200	Conferences & Seminars	-	1,171	4,000	2,500	4,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>32,075</b>	<b>45,065</b>	<b>52,000</b>	<b>48,500</b>	<b>52,000</b>
82100	Other Grants/Aid	11,200	12,347	12,600	12,600	12,600
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>11,200</b>	<b>12,347</b>	<b>14,100</b>	<b>12,600</b>	<b>14,100</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>112,195</b>	<b>126,331</b>	<b>135,100</b>	<b>130,020</b>	<b>135,075</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
55200	(\$1,500)	Conferences & Seminars lower than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
55200	\$1,500	Increased training for elected officials

## **Town Attorney Department**

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

Town Attorney Departmental Services are provided to the Town of Southwest Ranches through a contractual agreement and to the Southwest Ranches Volunteer Fire Rescue, Inc. 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 all 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, negotiating, and reviewing contracts, preparing and approving all Ordinance and Resolution language, providing legal representation and advice on all areas of operation including personnel, police, fire, public works, parks and open spaces, building, planning, code enforcement & zoning, ethics, debt, public records and matters unique to the Town. The Town Attorney also oversees all litigation including those pertaining to liens, foreclosures and lawsuits filed by and against the Town.

### **FY 2015/2016 Accomplishments:**

- Assisted in obtaining guardrails on both Stirling and Griffin Roads.
- Provided ongoing legal assistance with the TSDOR program.
- Negotiated and successfully obtained extended agreements with Charter Officials.
- Collected, with the assistance of Code Enforcement, nearly \$150,000 in code enforcement fines.
- Assisted in implementing more than \$600,000 of Transportation Fund capital projects.
- Worked to create revised non-commercial farm policies.
- Worked on capital project contracts and implementation.
- Worked to prevent new laws that would impact our agricultural community.
- Drafted numerous procurements and contracts relating to infrastructure and capital projects.
- Protected Town's legal interests relating to the sovereignty of its roadways.
- Worked to exempt property owners from certain requirements relating to water service throughout the Town.
- Worked to obtain SFWMD support for two bridges over the C-11 canal.

**Issues:**

- Continue to find ways to resolve and to better protect the Town relating to legal issues with surrounding Municipalities pertaining to growth and development.
- Continue to draft contracts requiring legal expertise including those relating to the provision of public services.
- Working to resolve in advance or to bring to conclusion all pending litigation in the most cost effective and timely manner.
- Work to help Council analyze and to help enact other revenue sources.
- Work to implement the Town's capital projects.
- Work on the use and future disposition of real property.
- Work on resolving funding gap created by a new State fire assessment law.

**FY 2016/2017 Performance Objectives:**

- Continue to deliver effective, prompt sound legal advice to Town Council, Boards, Town Administrator, and all other departments.
- Prevail in all lawsuits brought against the Town and by the Town in the most cost efficient manner.
- To continue to educate Town Council and all Town staff on issues for compliance with 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.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

## Town Attorney Department Expenditures

Line Item Prefix: 001-1200-514-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Account Description					
31010	Professional Services	164,842	152,357	175,000	160,000	170,000
31020	Lawsuits & Prosecutions - General	335,197	304,435	250,000	315,000	295,000
31030	Lawsuits - Code Compliance	76,377	72,699	55,000	70,000	50,000
31040	Lawsuits - Planning & Zoning	18,503	10,378	20,000	7,500	7,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>594,920</b>	<b>539,869</b>	<b>500,000</b>	<b>552,500</b>	<b>522,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>594,920</b>	<b>539,869</b>	<b>500,000</b>	<b>552,500</b>	<b>522,500</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
31010	(\$15,000)	Lower Townwide legal professional services than anticipated
31020	\$65,000	Higher lawsuits/litigation than anticipated
31040	(\$12,500)	Lower P&Z legal professional services than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
31010	\$10,000	To provide for annual Townwide legal professional services at \$170k
31020	(\$20,000)	Annual provision for estimated lawsuits/litigation expenses
31030	(\$20,000)	Annual provision for estimated Code Compliance legal expenses

# **Executive Department**

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

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

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

## **Fiscal Year 2015/2016 Accomplishments:**

- Resolution of municipal water service requirements with Broward County and City of Sunrise.
- Secured the services of Public Service Intern to develop Policies and Procedures and Customer Service Volunteers to serve the reception desk.
- Improved customer service at the front desk reception area.
- Organized successful Town Birthday Party with over 600 in attendance.
- Monitored progress for a Resource Recovery Board lawsuit resulting in a settlement of almost \$280,000.
- Conducted Hurricane exercises with staff, developed Emergency Management procedures for the Town.
- Developed and implemented a "Welcome" packet for new residents.
- Conducted Traffic Calming meetings with residents, established and implemented solutions.
- Strategic plan was accepted by Council and Staff commenced tracking Performance Measures.
- Commencement of the Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program.
- Conducted Grand Opening dedications to the Town's Rolling Oaks Barn and Country Estates Park.
- Initiated specified departmental performance measures of the Town's Strategic Plan.

**Issues:**

- Renegotiate Fire services contract with the Town of Davie.
- Develop scope of work for Waste Services Hauler Agreement. Align Waste Disposal agreements to meet same timeframe.
- Implementation and management of TSDOR.
- Develop and expand Information Management capabilities.
- Increase training opportunities for staff.
- Pursue grants and other funding options to increase operational effectiveness.
- Continue to work on Policy and Procedures project.
- Complete the Town's Emergency Management Plan.

**Fiscal Year 2016/2017 Performance Objectives:**

- Long-term development of the TSDOR-roadway repaving plan.
- Update existing as well as implementation of new Administrative Policies and Procedures.
- Maximize the utilization of the Microsoft SharePoint application capabilities.
- Update and continue to improve Emergency Management Plans
- Development and implementation of a formal electronic filing system in SharePoint.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2016			Adopted FY 2017		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Administrator	1			1		
General Services Manager	1			1		
Administrative Coordinator	1			1		
Procurement and Special Projects Coordinator*	1					
Administrative Specialist **				1		
Administrative Assistant **					2	
Total	4			4	2	

\* Transferred to the Finance department (and reclassified as Procurement & Budget Officer).

\*\*Previously assigned to the Clerk's department plus up to one additional Administrative Assistant (PT) was adopted for FY 2017.

## Executive Department Expenditures

Line Item Prefix: 001-1400-512-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Code Suffix	Object Description					
12100	Regular Salaries & Wages	276,077	297,030	309,313	317,785	327,186
13100	Part-Time Salaries & Wages	80	5,257	-	-	13,978
14100	Overtime	-	-	-	-	3,169
21100	Payroll Taxes	18,758	20,401	21,399	21,351	23,272
22100	Retirement Contribution	4,900	16,267	18,682	18,262	19,878
23100	Life & Health Insurance	17,214	31,016	32,592	29,140	28,301
24100	Workers Compensation	1,320	1,320	630	630	688
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>318,349</b>	<b>371,290</b>	<b>382,616</b>	<b>387,168</b>	<b>416,472</b>
31010	Professional Services	7,445	7,055	10,000	5,000	4,500
40100	Mileage Reimbursement	171		150	150	150
42100	Postage - Newsletter	-	9,890	11,000	11,500	12,000
48100	Promotional Activities / Newsletter	21,620	24,313	25,000	25,000	25,000
48110	Promotional Activities / Town Events	14,616	20,216	33,300	26,000	22,500
54100	Subscriptions and Memberships	714	1,450	2,000	2,000	2,000
55100	Training and Education	1,403	199	1,500	1,250	2,000
55200	Conferences and Seminars	485	-	3,000	1,500	3,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>46,455</b>	<b>63,123</b>	<b>85,950</b>	<b>72,400</b>	<b>71,150</b>
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>364,804</b>	<b>434,413</b>	<b>470,066</b>	<b>459,568</b>	<b>489,122</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
31010	(\$5,000)	Lower than anticipated strategic planning (consulting) needs
48110	(\$7,300)	Lower anticipated costs in contract labor & in SWR 15 yr anniversary exp
55200	(\$1,500)	Lower than anticipated participation in the ICMA conference

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
13100	\$13,978	Higher due to addition of Admin Asst to the Dept
14100	\$3,169	To provide for overtime in accordance with newly revised SA
48110	(\$3,500)	SWR 15 year anniversary exp non inclusive in 2017 adopted budget
55200	\$1,500	Anticipated increased attendance in the ICMA conference



# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Administrative Assistant (Part-Time)

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	N/A	Executive	1	\$7,280

#### **Justification and Description**

The responsibilities of the Executive department have increased requiring the existing Administrative Specialist to assist the General Services Manager to accomplish administrative, operational and facility related responsibilities on a daily basis. These responsibilities can only be accomplished away from receptionist/front desk coverage areas. The most fiscally sound solution would be to add a second part-time Administrative/Customer Service Assistant. This new position, along with the current part-time Administrative/Customer Service Assistant will work a total of 25 hours (in preferably 5 hour increments: Daily, M-F from either 8:30am to 1:30pm or 12:00pm to 5pm). The existing Administrative Assistant presently works 12 hours therefore this program modification increases coverage an additional 13 hours weekly (not to exceed 676 hours annually). There are no fringe benefits associated with this position.

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

Should this position not be funded, Townwide department's resources will continue to be overextended impacting productivity. Additionally, the increased workload added to the administrative, operational and facility related responsibilities continue to jeopardize staff's ability to fulfill the Town's mission and vision statements as well as provide outstanding customer service.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-1400-512-13100	Part-Time Salaries & Wages	\$6,760
001-1400-512-21100	Payroll Taxes	\$ 520

# 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, 11) purchasing and contracts management and support, and 12) risk and emergency management. Each of these areas requires their own (and often unique) reporting and documentation procedures.

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

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

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

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 Townwide efficiencies in the purchasing function.

Risk and Emergency Management responsibilities include, but it is not limited to: safety and risk management including compliance, risk related policy development and recommendations, Florida PA website initiation and maintenance, FEMA coordination, documentation including requests for reimbursement.

### **Fiscal Year 2015/2016 Accomplishments:**

- Timely filed an award eligible Comprehensive Annual Financial Report (CAFR) for FY 2015 without external audit management comments.
- Continued to provide a quarterly expense to budget analysis to Town Council and interested parties, on the Town's financial condition.
- Negotiated existing Town Health Insurance carrier to a lower renewal cost.
- Successfully migrated the FY 2016 residential Fire Assessment and Solid Waste/ Recycling fees to the Property Appraiser.
- Invoiced and collected public hearing cost recovery matters with the assistance of Code Enforcement and Engineering Departments.
- Efficiently managed the Townwide Defined Contribution retirement program.
- Continued improving the Asset management process.
- Further instituted vendor controls to comply with federal requirements.
- Continued to successfully manage a segregated operating millage into two components: Regular and TSDOR.
- Retired the Towns remaining Series 2001 debt.
- Negotiated, evaluated then reported to Council best offer financing alternatives successfully resulting in an 8.1 million Public Purpose Land Acquisition.

### **Issues:**

- Southwest Ranches Volunteer Fire Rescue, Inc. (a blended component unit), a number of routine human resources processes have become retained by the Volunteers. This retention results in delays in volunteer application approval.
- Difficulty exists in maintaining required functions as a result of, at least in part, continually increasing Government Accounting Standards Board (GASB) reporting requirements and modifications to other reporting processes, coupled with a limited availability of financial resources.
- Department would like to always be consulted with more lead time regarding purchasing and/or policy changes which effect the Town's financial condition or processes.

**Fiscal Year 2016/2017 Performance Objectives:**

- To assist with the timing of funding for newly implemented Transportation capital project infrastructure (TSDOR and State Appropriation Grant) needs.
- Assist departments in expanding Information Technology to meet needs.
- To expand and increase existing Abila financial software functionalities to increase performance and efficiencies.
- To manage all approved existing and/or refinanced debt issuance required to fund capital improvements.
- Advise & assist with Public Safety Fire Services contract renegotiation with the Town of Davie.
- Advise & assist with the formal procurement process for Solid & Bulk Waste collection services.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2016			Adopted FY 2017		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Financial Administrator	1			1		
Controller	1			1		
Procurement & Budget Officer*	-			1		
Accounting Clerk	1			1		
Total	3			4		

\* The Procurement & Budget Officer was renamed and reclassified from a Procurement and Special Projects Coordinator position and which was transferred from the Executive Department.

## Finance Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Code Suffix	Object Description					
12100	Regular Salaries & Wages	183,669	175,132	228,238	233,156	300,163
13100	Part-Time Salaries & Wages	18,173	30,554	-	-	-
14100	Overtime	-	-	-	-	1,327
21100	Payroll Taxes	14,221	14,708	17,460	17,436	22,078
22100	Retirement Contribution	4,525	7,029	13,860	11,452	17,763
23100	Life & Health Insurance	7,987	10,329	16,280	22,671	25,137
24100	Workers Compensation	825	825	460	460	598
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>229,399</b>	<b>238,576</b>	<b>276,298</b>	<b>285,176</b>	<b>367,066</b>
32100	Accounting and Auditing	50,120	37,618	56,185	47,476	52,723
40100	Mileage Reimbursement	56	-	250	100	100
49100	Other Current Charges	50	21	1,000	1,000	1,000
54100	Subscriptions and Memberships	1,195	1,125	2,000	2,000	2,500
55100	Training and Education	425	264	1,500	1,500	1,800
55200	Conferences and Seminars	2,308	611	3,500	3,500	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>54,154</b>	<b>39,639</b>	<b>64,435</b>	<b>55,576</b>	<b>61,623</b>
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>-</b>	<b>1,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>283,553</b>	<b>278,215</b>	<b>342,233</b>	<b>340,752</b>	<b>430,189</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
23100	\$6,391	Increase due to additional staff member open enrollment
32100	(\$8,709)	No State or Federal single audit required for FY 2015

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
12100	\$67,007	Primarily higher due to transfer of Procurement & Budget Officer
14100	\$1,327	To provide for overtime in accordance with newly revised FLSA
32100	\$5,247	Increase to accommodate a State and Federal single audit for FY 17

# **Town Clerk Department**

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

The Town Clerk provides administrative services for the Town Council, the Local Planning Agency, and the municipal corporation. The Town Clerk is a charter official and reports to the Town Administrator and the Town Council. The Town Clerk is responsible for giving notice of public meetings and maintaining an accurate record of all proceedings. In addition, the Town Clerk serves as the Financial Disclosure Coordinator with the Florida Commission on Ethics; serves as the Records Management Liaison with the Florida Department of State; and maintains custody of Town records including agreements, contracts, ordinances, resolutions, and proclamations. The Town Clerk also serves as the Assistant Town Administrator and acts with all of the authority of the Town Administrator during periods of his absence. Assistant Town Administrator responsibilities include management of the Davie Police and Fire Contracts as well as the building permit services contract with C.A.P. Government, Inc. The Department provides a variety of information services to the public, the Town Council, and to Town staff. Services provided to the public include coordination of information requests and supervision of elections. Services provided to the Town Council include scheduling, minute taking, agenda preparation, advertising and other duties related to coordination of Town Council meetings, recording and retention of documents. Information Technology responsibilities comprise active management of Town website content, managing the Interlocal agreement for services with the City of Tamarac, evaluating information technology needs, and evaluating options for resolution of the needs with the Town Administrator.

## **Fiscal Year 2015/2016 Accomplishments:**

- Successfully migrated all remaining Broward County files from storage unit to Town's imaging vendor for integration into Town's enterprise records management system.
- Oversaw the intake of several hundred permit files from Town's building permit services provider Cap Government, Inc. that date back to 2006.
- Received, processed and completed a total of 40 public records requests from October 1, 2015 to May 31, 2016 while acknowledging these requests within 2 business days 97% of the time, exceeding the performance measures outlined in the Town's Strategic Plan.
- Complied with State Law by posting 28 public notices and advertisements.
- Completed 13 Regular Town Council Meetings, 3 Special Town Council Meetings and 5 Local Planning Agency Meetings from October 1, 2015 to May 31, 2016.

## **Issues:**

- Need for succession planning; reclassification proposed of Records Coordinator position provides for succession planning as well as career advancement.
- Funding needed to migrate building permit files to electronic files for records retrieval and retention.
- Development of a written email retention policy and general public records policy
- Town should also have a written disaster plan policy on how records will be preserved during a severe weather event.

- Training and procedures for staff development for the proper retention and destruction processes.

#### **Fiscal Year 2016/2017 Performance Objectives:**

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

#### **Personnel Complement:**

	Adopted FY 2016			Adopted FY 2017		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
<b>Town Clerk</b>	1			1		
<b>Records Coordinator (reclassified to Deputy Town Clerk)</b>	1			1		
<b>Administrative Specialist</b>	1					
<b>Administrative Assistant</b>		1				
<b>Total</b>	<b>3</b>	<b>1</b>		<b>2</b>		

Note: For FY 2017 the Administrative Specialist and Assistant are transferred and reassigned to the Executive Department consistent with current Town operations.

## Town Clerk Department Expenditures

Line Item prefix: 001-1800-512-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	135,900	149,996	163,278	168,211	145,288
13100	Part-Time Salaries & Wages	730	-	6,552	6,240	-
21100	Payroll Taxes	9,421	9,623	12,992	13,345	11,114
22100	Retirement Contribution	2,502	7,867	8,799	10,338	9,364
23100	Life & Health Insurance	15,448	14,243	15,385	8,095	7,382
24100	Workers Compensation	825	825	342	342	284
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>164,825</b>	<b>182,555</b>	<b>207,348</b>	<b>206,571</b>	<b>173,432</b>
34100	Other Contractual Services	8,718	19,540	12,500	12,500	32,500
40100	Mileage Reimbursement	176	-	250	100	100
46500	Software Maintenance	4,685	1,850	7,800	7,500	7,800
49100	Other Current Charges	-	1,735	2,500	1,000	1,000
49110	Legal Advertisement	13,955	8,910	15,000	8,000	9,500
54100	Subscriptions and Memberships	676	1,063	1,000	1,500	1,500
55100	Training and Education	1,074	50	2,000	1,000	2,000
55200	Conferences and Seminars	1,830	608	2,000	2,000	3,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>31,113</b>	<b>33,756</b>	<b>43,050</b>	<b>33,600</b>	<b>57,400</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>195,938</b>	<b>216,311</b>	<b>250,398</b>	<b>240,171</b>	<b>230,832</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
49110	(\$7,000)	Less than expected demand for legal ads

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
12100	(\$22,923)	Decrease due to reorganization of the dept
13100	(\$6,240)	Decrease due to transfer of Admin Asst from Clerk to executive
34100	\$20,000	Increase primarily due to digitalization of Building records Prog Mod



# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Building Department Records Digitalization

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Clerk Administration	General	1	\$25,000

#### **Justification and Description**

This request is to partially fund, from existing General Fund restricted, technology building reserves, the cost to convert permit records that had been in the custody of our contracted building permit services provider C.A.P. Government. These records reflect permits issued since 2006. Converting the paper records into an electronic format would allow them to be retrieved via our records management system, Laserfiche, thereby increasing staff efficiency and effectiveness in responding to records requests as well as ultimately reducing existing storage and retrieval costs.

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

During FY 2016, our contracted building permit services provider, C.A.P. Government, relocated their main Broward County office. Many of their operations have been moved to SWR Town Hall providing increased convenience, responsiveness and customer service to SWR homeowners and contractors. However, records that were maintained by C.A.P. since 2006 have been moved to a storage unit due to space limitations. The storage unit lease is in excess of \$2,600 annually. In addition, maintaining the records in paper format delays the Town's ability to provide timely response to public record requests. The impact of not funding this request would greatly limit Town Staff's ability to provide prompt customer service and would prevent the reduction of existing and, ultimately, annual increases to storage costs, in perpetuity.

#### **Required Resources**

Line Item	Title or Description of request	Cost
001-1800-512-34100	Other Contractual Services	\$25,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Reclassification of Records Coordinator to Deputy Town Clerk

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Clerk Administration	General	2	\$8,084

#### Justification and Description

This request is made to recognize the additional job duties and functions taken on by the current Records Coordinator and reclassify the position to that of Deputy Town Clerk as of April 1, 2017 (mid-year). It is also made to plan for future growth and possible succession of the incumbent Town Clerk.

The current Records Coordinator has served the Town admirably over the past two years. During this time the Records Coordinator has taken on additional duties such as website support, Staff Liaison for the Schools Education Advisory Board, and public information messages transmitted through Constant Contact.

The reclassification of this position will allow for the current Records Coordinator to provide essential functions of the Town Clerk Department in the event of the absence of the Town Clerk. Furthermore, it will afford the Records Coordinator the opportunity to attain the Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) as this designation is only available to Municipal Clerks, Deputy Clerks, or Assistant Clerks. Additionally, in anticipation of the forthcoming Federal Fair Labor Standards Act mandate requires a salary adjustment to accommodate the minimum imposed base salary to retain exempt status (and therefore not requiring payment for hours worked in excess of 40 per work week).

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

If not funded, the Records Coordinator will not be able to gain the CMC certification which is a requirement of the Town Clerk position, thereby negating any possible immediate succession planning

#### Required Resources

Line item	Title or Description of request	Cost
001-1800-512-12100	Regular Salaries & Wages	\$7,213
001-1800-512-21100	Payroll Taxes	\$552
001-1800-512-22100	Retirement contributions	\$319

## **Building Services Department**

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

Building Services Departmental functions are outsourced to CAP Government, Inc. (CAP). The mission of the Building Department is to safeguard the health, safety, and welfare of Town residents and the business community through the enforcement of building codes and standards. CAP administers and enforces minimum housing/unsafe structure regulations and other county ordinances relating to permitting that affect land, property structures and the environment. CAP inspector's and plan reviewers are FEMA certified NIMS qualified emergency service, implements the minimum requirements of the Florida Building Code (FBC) and Broward County Administrative Provisions currently in effect to safeguard the public health, safety, and general welfare.

CAP ensures that certified inspectors:

- Perform the required inspections in structural, electrical, plumbing, and mechanical trades.
- Schedule and track inspections for the zoning, landscaping, engineering, and fire departments.
- Issue certificates of occupancy and certificates of completion.
- Maintain continuing education requirements and annual license certifications.

CAP Building Responsibilities:

- Requires property owners or contractors they hire to get a permit for any new construction or certain alterations to an existing residential or commercial building. This ensures conformance with the Florida Building Code and all applicable building codes, laws, rules and resolutions in effect in Broward County.
- Performs inspections to verify work is done according to these laws which protect the health safety and welfare of the public while helping the business or home owner avoid enforcement penalties for non-compliant work.

### **FY 2015/2016 Accomplishments:**

- Continued reorganization of Staff to be more efficient. This includes the clarification of duties and responsibilities, educational classes, providing training and shifting the professional atmosphere of the Department to the Southwest Ranches Town Hall complex.
- Hired additional staffing in order to make the process of permitting quicker and easier. Added permit technicians, inspectors and plan examiners.

- New uniform building applications took effect April 1, 2016. This new permit application can be used anywhere in the county which make permitting easier for everyone.
- Shortened turnaround time for a single family residential permit to an average of seven to ten business days.
- Health Department, Drainage and Environmental must be completely done prior to submitting plans to the building department.
- The building department is physically located and has been expanded within the Town Hall of Southwest Ranches making it convenient for residents to obtain permits.

#### **Issues:**

- Zoning and Engineering's plan review are performed within Town Hall and a need exists to improve communication insuring that all documents are completed prior to submittal to the Building Department and always remind the client that they are not done until they receive a building permit, when required.
- Customers are still mailing as well as showing up to the old permitting location as they are not aware that Building Services are now located within the Town Hall of Southwest Ranches.

#### **FY 2016/2017 Performance Objectives:**

- Continue to proactively attract economic development investors in the town
- Implement creative solutions to continue to improve the quality of life for all Town residents, businesses, and visitors;
- Building Official more proactive, willing and able to help everyone at any time.
- Promote environmentally friendly programs and processes
- Continue to improve internal departmental operations and customer service
- Organize newly hired CAP Staff into proper divisional teams and provide appropriate organizational structure and leadership.
- Improve CAP internal controls for documentation, storage and notification of permits and licenses.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

## Building Services Department Expenditures

Line Item Prefix: 001-2100-524-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object Description					
34100	Other Contractual Services	288,461	399,129	300,000	400,000	300,000
TOTAL	OPERATING EXPENSES	288,461	399,129	300,000	400,000	300,000
TOTAL	Department Total	288,461	399,129	300,000	400,000	300,000

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
34100	\$100,000	Increased primarily due to residential development

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
34100	(\$100,000)	Anticipated reduction in residential dev. and full yr imposition of fee reduct.

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

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

Code enforcement Services and Zoning Plans Processing are managed by a contractual firm consisting of a Community Development Director, a Code Enforcement Officer, and an Administrative Coordinator. This Department is responsible for the health, safety and welfare of the residents of the Town of Southwest Ranches through the enforcement of Code and Zoning regulations as established by the Town Council in a reactive basis, with the following issues in a proactive manner: overgrown properties, property maintenance, bulk and fill. In addition, the Department provides support to the Engineering Department, the Finance Department and the Clerk's Office, by performing inspection services for the Engineering Department as needed, collection via code cases of Annual Fire Fee (residential) and Annual Fire Inspection fee (Commercial), as well records requests for the Clerk's Office. Furthermore, the Department is in charge of all Zoning Permit plans reviews, and issuance of Certificates of Use. The Department's philosophy is to provide as much information as possible to residents and visitors in an effort to educate in matters related to Code violation and sections of the Code that affect each resident of our Town. The purpose of this philosophy has been labeled by our mission as "correction and compliance via education". To further this mission, the Department regularly provides articles in the local newsletter in an effort to provide information and educate new and existing residents of the code sections and needs of the community.

### **Fiscal Year 2015/2016 Accomplishments:**

- Collection of outstanding lien fees that were due to the Town due to violations and corrective action, that were undertaken by the Town of Southwest Ranches' contractor
- Closure of outstanding cases where liens have not been paid and properties have been either sold or abandoned (with the assistance of the Legal Department)
- Foreclosure of properties with outstanding violations (with the assistance of the Legal Department)
- Continued collection of outstanding fire fees for the Finance Department via disclosure in the lien search process.
- Continued enforcement and assistance of the Police and Fire Department providing notices for false alarms based on the reports provided to us by their Offices
- Sweep and cleanup of main road ways of debris and signs illegally placed, based on complaints or pro-active enforcement
- Stream line and quick turnaround of zoning inspections as well as zoning plan reviews of applications for permits in the community

## Issues:

- The amounts of complaints received by the Code Enforcement Department continues to increase, as residents become more familiar with the code enforcement services that the Town provides, and new residents become accustomed to our rural life style. Complaints vary from nuisance related to farm animals, to maintenance of properties. The amount of issues related to foreclosure and the failure of the canal banks to maintaining their properties, have decreased. None withstanding, the Department continues to use the process that we have in place for correction. A contractor provides correction and the fees are collected via the lien process. A request for assistance and correction is sent to various contractors whom reside in the Town of Southwest Ranches and outside of the Town. We continue to update the existing database that was created to have a clear idea of locations with this issue, and to provide the police department with this information.
- We continue enforcement based on pro-active action and citizens' complaints action of removal of signs placed on the right of way. These signs, often called "snipe signs," advertise everything from painting, roofing, garage sales, to screen and computer repair and are scattered along the main and interior roadways. Leaving these signs out for any period of time can cause them to increase in numbers dramatically and present a hazard, not to mention a blight community. Legislation has given authorization for any resident to remove these signs as they are to be considered trash. We expect an increase of the so called "snipe signs" do to the fact that 2016 is a scheduled election year.
- We continue to work with the Legal Department, to collect old liens and new imposed liens on properties that are not homestead. Letters of demand for payment are being sent via the Legal Department.
- In addition to the previous database, we have created a database with a list of homestead properties which currently have a lien against them. The liens cannot be enforced as case law prevents the Town from doing so. Once the properties are sold we begin to pursue collections of these liens.
- We continue to work with the Police Department in an effort to take care of animal nuisances. Animal nuisances can present themselves in various forms. Among them dogs loose around the Town, cattle that may have escaped from properties, noise created by animals and other forms. The Police Department tends to be the first investigative agency involved, and a report is provided to us. The reports serve to ascertain the location of the owner in an effort to work with the owners to correct the issue prior to issuing a violation. Violations that are issued, which are a result of repeat offences, are taken to court in an effort to collect the expenditure that a response by the Police Department cost.
- As the Town grows and new residents become part of it, we have encountered an increase in the amount of nuisances related to noise generated by parties. These

parties often do not have the required outdoor permits. As such a response by the Police Department, triggers a response by Code Enforcement in the form of a Notice of Hearing. This Notice of Hearing is issued to account and collect for the Police Department's effort to close these parties without a permit and return the community back to its original rural and quiet way.

- Code Enforcement continues to work with the Franchised Solid Waste Company to assure that the regulations set by council are followed. We continue to have issues related to over the limit maximum amounts (which translate into more expenses for the Town), construction debris being placed for bulk pickup when none is allowed, or bulk produced by a contractor's work. A sweep of the Town is done during bulk days to assure that contractors are not taking advantage of the issue. The property owners where this occurs are being notified of the requirements. In addition, articles in the newsletter are being prepared to inform new residents of the regulations.
- In an effort to protect our residents and provide them with the means to receive emergency assistance, the Department is also working with the Police Department to determine those residential locations which lack a displayed number in a conspicuous location of the residence. The number identifies the location for a rapid response from emergency services.
- Code Enforcement assists the Police Department by handling all non-emergency public nuisances. These are minor crimes that affect health, morals, safety, comfort, convenience, or welfare of a community. Most issues are resolved by providing the violators with a notice that their actions are having an adverse effect on their neighbors. This process helps alleviate the time spent by other resources from the Town and County. Such issues include noise complaints, hazardous materials not being properly contained, as well as malarial ponds and pools. The education provided by the department provides owners with the knowledge needed to conduct their business properly and avoid potential disasters.

#### **Fiscal Year 2016/2017 Performance Objectives:**

- The Department will continue updating the foreclosure list of properties that present problems or abandonment. Continue to work with other regulatory agencies in an effort to expedite the process. Continue to provide assistance in correcting these issues via a private contractor and assessing a lien on the property to pay for the undertaking.
- Constant updating of the compiled tracking list of Townwide properties which are subject to outstanding liens and/or code compliance is an ongoing effort. This list will also provide the necessary information to the Police Department in an effort to



monitor the location during night time hours. Schedule properties for foreclosure action by the Town to collect outstanding fines and settle the violations.

- Monitoring of the service provided to residents by the Waste Collection Company for efficiency and outstanding service will continue to be part of our daily efforts. In addition, will continue to identify those locations where the private contractor has damaged the right of way area while performing their pickup of bulk, to correct this issue and maintain those areas.
- Will continue to pick up signs from the right of way, and identify the repeat violators. Create an information log of the responsible parties and take them through the process of citation and special magistrate in an effort to curve the amount of snipe signs out on swale areas.
- We will continue to enforce and provide information related to bulk on a personal basis as well as in the monthly newsletter to inform residents of the regulations.
- As requested by Town Council the Department will enforce issues related with Nurseries and Landscape Company locations. These issues relate to the parking of vehicles at the various properties and using them as staging area for the companies. These properties are not being used as a nursery but rather as staging area for businesses as indicated.
- As requested by Town Council the Department has commenced to gather information and send letters to the various businesses with current Certificates of Use, in an effort to provide them with the specific guidelines associated with the Certificate of Use. The use of the letters will serve as informative, but also as a mean to bring to their attention the strict guidelines related to nurseries.
- The Department will be looking to implement of a computer system that will make it easier to track cases, perform inspections, and provide notices to residents and companies, without relying on an excel sheet as it is currently done. Our building services company; CAP, uses the same system called Citizen Serve for their inspections and processing of permits. This system has a code enforcement module, and a zoning module which will be beneficial to the Town as well as residents. The system will serve the Town for monitoring, fast response and tracking of cases. Additionally, residents will be able to find out via the internet if there are any issues on their properties, or surrounding properties.

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

Line Item Prefix: 001-2300		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object Description					
524-12100	Regular Salaries & Wages	3,805	6,222	-	-	-
524-21100	Payroll Taxes	186	134	-	-	-
524-23100	Life & Health Insurance	-	1,234	-	-	-
524-24100	Workers Compensation	330	165	-	-	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>4,321</b>	<b>7,755</b>	<b>-</b>	<b>-</b>	<b>-</b>
524-31010	Professional Services	6,875	6,375	7,000	8,000	9,000
524-34100	Other Contractual Services	124,483	122,895	123,800	123,800	123,800
515-34300	Other Contractual Services-P&Z Permits	93,566	53,724	60,000	63,000	69,300
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>224,924</b>	<b>182,994</b>	<b>190,800</b>	<b>194,800</b>	<b>202,100</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>229,245</b>	<b>190,749</b>	<b>190,800</b>	<b>194,800</b>	<b>202,100</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
31010	\$1,000	Anticipated increase in services for the Town Magistrate
34300	\$6,300	Forecast 10% increase in new fiscal year

## **Planning Services Department**

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

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

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

It shall be noted that effective for fiscal year 2015, Zoning permit plans review and issuance of certificates of use were transferred and assigned to the contractual firm of CSI, Inc. Accordingly, those zoning functions have since been reported and budgeted in Community Development Department: Zoning Division.

### **FY 2015/2016 Accomplishments:**

- Reviewed and processed eight public hearing items.
- Drafted and managed a Town-initiated comprehensive plan amendment.
- Recertified the Town's Comprehensive Land Use Plan.
- Facilitated CPAB in evaluating and making recommendations regarding standards for non-commercial farms and other matters.
- Drafted two farm ordinances that were adopted by the Town Council.
- Assisted staff with platting the Broadwing Property, including the review of proposals for services submitted by engineering consultants.
- Produced two land use studies for the Town pertaining to nonconforming lots and plot coverage.
- Updated the zoning map.
- Continued representing the Town on the staff working Group as mandated by the Interlocal agreement with the Broward County School Board and Broward County Commission.

- Produced quarterly and annual development reports for the School Board as required by Interlocal agreement.
- Coordinated with the Town Administrator and Town Attorney with regard to potential policy issues.

**Issues:**

- The Comprehensive Plan has been amended a number of times since the last update of the Unified Land Development Code, such that the Code is not fully consistent with the Plan as required by Ch. 163, F.S. Funding should be allocated to update the Code to ensure compliance with Florida Statutes.
- Zoning regulations will be required to implement the Employment Center land use category, once adopted. Funding should be allocated to create and adopt such regulations.

**FY 2016/2017 Performance Objectives**

- To communicate the Town's values to developers, potential residents, and other governmental agencies.
- To maintain, periodically evaluate, and update sound land use policies that enhance, preserve, conserve, and improve the livability of the Town.
- To promote awareness of the vital role long-term planning has in shaping the future growth of the community.
- To evaluate the Comprehensive Plan and initiate amendments as may be necessary pursuant to Ch. 163.3191, F.S.
- To maintain effective land development regulations.
- To adopt an Employment Center land use category
- To prepare zoning regulations to implement the Employment Center land use category.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

## Planning Services

Line Item Prefix: 001-2500-515-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object Description					
34310	Other Contractual Svcs - Public Hearings	32,004	28,414	40,500	25,000	35,000
34320	Other Contractual Svcs - Town Planning	15,538	10,147	35,000	34,500	17,250
34330	Other Contractual Svcs - Land Use Planning	20,327	23,490	20,000	20,000	20,000
49100	Other Current Charges	1,457	260	2,500	1,000	2,000
TOTAL	OPERATING EXPENSES	69,326	62,312	98,000	80,500	74,250
TOTAL	Department Total	69,326	62,312	98,000	80,500	74,250

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
34310	(\$15,500)	Less than anticipated Public Hearing items

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
34310	\$10,000	Increase anticipated in Public Hearing (100% cost recovery)
34320	(\$17,250)	Lower due to Broadwing plat expenses not budgeted in FY 2017

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

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

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

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

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

The Town Engineer serves as primary liaison to the Infrastructure and Drainage Advisory Board (DIAB), the Floodplain Management Coordinator, the National Pollutant Discharge Elimination System (NPDES) Coordinator, and the designated contract manager for community capital improvement projects. Public Works Department staff provides citizens

with assistance on issues related to the National Flood Insurance Program (NFIP) and administers the implementation of the Town's NPDES program.

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

#### **FY 2015/2016 Accomplishments:**

- Received and processed over 261 development construction permit applications.
- Completed Phase II tertiary drainage improvements along SW 54th Place with a funding agreement with the Florida Department of Environmental Protection.
- Completed construction of the Drainage Interconnect Improvement Project, which included six (6) drainage improvements sub-projects with funding agreements with the Florida Department of Environmental Protection.
- Completed Surveying and Design of the SW 55<sup>th</sup> Street Drainage Project with in-kind services from the South Broward Drainage District.
- Completed Surveying and Design and secured additional right of way for the SW 190<sup>th</sup> Avenue roadway extension with funding agreements with the Florida Department of Transportation.
- Completed construction of the installation of 4,500 linear feet of guardrails along Stirling Road with a funding agreement with the Florida Department of Transportation.
- Successfully managed and oversaw compliance and bid documents for the construction of the Office of Greenways and Trails Grant for development of the trails and trailhead amenities in Country Estates Park.
- Constructed Traffic Calming Improvements including pavement markings and signage along Stirling Road.
- Completed construction and permitting of the Town's entranceway signs along Griffin Road.
- Completed construction of the Fiscal Year 2016 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program
- Completed design, specifications and bid documents for the Fiscal Year 2017 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program (construction scheduled to commence November 2016).
- Completed surveying, design, and bid documents for Phase I of construction of Calusa Corners Park, which includes a playground, picnic pavilion and ADA facilities. This project is primarily funded by a \$100,000 grant from the State of Florida.
- Completed the installation of the new roof on the Town Hall complex.

- Submitted the Bacteriological Pollution Control Plan in compliance with the fecal coliform bacteria total maximum daily loading (TMDL) as established by the Florida Department of Environmental Protection (FDEP).
- Submitted the NPDES Annual Report on a timely basis

#### **Issues:**

- Availability of funding for ongoing street maintenance and repairs.
- Availability of funds for critical capital projects, including a proposed emergency operations center.
- Monitoring changes to Federal, State and Local grant requirements.

#### **FY 2016/2017 Primary Objectives:**

- Complete Fiscal Year 2017 components of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program road construction.
- Complete Fiscal Year 2018 TSDOR program road design and bid document preparation.
- Complete Fiscal Year 2019 TSDOR program road improvement Right of Way acquisition.
- Prepare the NPDES Annual Report.
- Complete construction of funded road and drainage capital improvement projects.
- Continue to monitor and secure grant funding for capital improvement projects as well as a planned permanent public safety – emergency management complex.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

#### **Personnel Complement:**

	Adopted FY 2016			Adopted FY 2017		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Community Services Coordinator	1			1		
Engineer I	1			1		
<b>Total</b>	<b>2.5</b>			<b>2.5</b>		



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

Line Item Prefix: 001-2600:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object Description					
515-12100	Regular Salaries & Wages	139,281	160,847	177,731	162,157	184,388
515-21100	Payroll Taxes	10,351	12,038	13,596	12,405	14,106
515-22100	Retirement Contribution	3,583	5,948	8,887	5,152	9,219
515-23100	Life & Health Insurance	10,962	13,703	20,883	9,392	7,838
515-24100	Workers Compensation	1,123	2,200	3,975	3,975	4,571
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>165,301</b>	<b>194,735</b>	<b>225,072</b>	<b>193,081</b>	<b>220,122</b>
539-34100	Other Contractual Services	24,269	8,823	-	13,000	-
539-40100	Mileage Reimbursement	379	-	500	100	300
539-49100	Other Current Charges	-	1,137	2,500	1,000	2,000
539-54100	Subscriptions and Memberships	234	1,013	1,250	1,250	1,750
539-55100	Training and Education	87	572	2,750	2,000	2,750
539-55200	Conferences and Seminars	-	590	1,500	1,000	1,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>24,969</b>	<b>12,135</b>	<b>8,500</b>	<b>18,350</b>	<b>8,300</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>190,270</b>	<b>206,870</b>	<b>233,572</b>	<b>211,431</b>	<b>228,422</b>

**Major Variance from Current Budget FY 2016 to Projected FY 2016**

Code	Amount	Explanation
12100	(\$15,574)	Decrease due to vacancy of Town Engineer in FY 2016
34100	\$13,000	Increase due to contractual services required during Engineer vacancy

**Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted**

Code	Amount	Explanation
12100	\$20,026	Increase to provide for full year services of new Town Engineer
34100	(\$13,000)	Decrease due to contractual services no longer required

## **Public Safety - Police Department**

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

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

### **Fiscal Year 2015/2016 Accomplishments:**

- Public safety personnel have been trained to comply with all terms and expectations of the Southwest Ranches contract.
- Patrol personnel along with the Community Oriented Policing (COP) Unit participated in the Town's 15<sup>th</sup> Birthday Party.
- Patrol and COP Unit personnel participated in the Town's benefit Car and Truck Show.
- Continued to cultivate a close working relationship with Town employees as well as the community.
- Public safety personnel attended Council and HOA meetings
- Completed several speeding enforcement operations throughout the Town at the request of residents.
- Held two Citizen's Police Academy sessions which were offered and attended by Town residents.

### **Issues:**

- Identify and improve OSSI Automatic Vehicle Locator (AVL) to TrackStar AVLS conversion.
- Monitoring and providing notice of the rotation of personnel assigned to the Town.
- Continue to improve on the geo-verification and mapping of address points and neighborhood polygons within the OSSI Records Management System so as to increase the accuracy of Crime Analysis and Hot Spot Mapping.

## **Fiscal Year 2016/2017 Performance Goals and Objectives:**

- To provide the Town of Southwest Ranches with their “Hometown Police Department” through proactive and responsive enforcement activity that meets the Town’s Rural Lifestyle:
  - Address and respond promptly to complaints concerning traffic issues and enforcement. Promote roadway safety through sign boards and newsletters.
  - Provide continuous training on handling loose farm animals in a safe and humane manner for all currently assigned and newly assigned personnel.
  - Solicit and identify concerns from residents through association meetings, Town Council meetings and other events held within the Town.
  - Ensure community members that their input and concerns regarding their neighborhoods are important through timely response and feedback.
  - Evaluate the deployment schedule to ensure that the Police Department’s assets are being utilized in an efficient and effective manner and to make recommendations as needed.
- To provide the highest possible level of police services to the Town of Southwest Ranches in a fiscally efficient manner:
  - Ensure that personnel are deployed in a manner that addresses crime trends and calls for service.
  - Monitor needs and uses of overtime and expenditures to ensure fiscal responsibility of the budget.
  - Meet or exceed contractual requirements.
- Provide effective analysis of crime trends and citizen complaints to identify response actions to those trends:
  - Personnel will monitor reports, calls for service, and Hot Spot Mapping to identify crime trends within the Town.
  - Provide a weekly/monthly analysis of crime trends and calls for service for the Town’s Administrator and Council.
  - Command staff will evaluate crime trends to determine effective responses.
  - Personnel will develop and monitor operational plans and/or responses to crime trends.
- Facilitate and comply with specified departmental performance measures of the Town’s Strategic Plan.

## Public Safety: Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object Description					
34100	Other Contractual Svcs-Police	2,557,304	2,275,548	2,402,969	2,364,899	2,462,964
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>2,557,304</b>	<b>2,275,548</b>	<b>2,402,969</b>	<b>2,364,899</b>	<b>2,462,964</b>
64100	Machinery and Equipment	5,500	760	9,580	7,080	2,500
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>5,500</b>	<b>760</b>	<b>9,580</b>	<b>7,080</b>	<b>2,500</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>2,562,804</b>	<b>2,276,308</b>	<b>2,412,549</b>	<b>2,371,979</b>	<b>2,465,464</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
34100	(\$38,070)	Lower than anticipated Public Safety Police contractual services required

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
34100	\$98,065	Provision for up to 4% contractual personnel escalator

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

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

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

Davie Fire Rescue provides the following services;

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

- Provide 2 ALS Type I Pumpers. (Sta. 91 and 112)
- Provide 2 ALS Rescue Transport Units (Sta. 91 and 112)
- Provide 2 Company Officers, 2 Driver Engineers, and 4 Firefighter Paramedics 24 hours a day, seven days a week. Additionally, Davie Fire Rescue has added increased coverage by providing 1 ALS Type I Pumper and 1 ALS Rescue Transport Unit (Sta. 68) to improve response. These units include 1 Company Officer, 1 Driver Engineer, and 3 Firefighter Paramedics.
- Provide emergency and non-emergency response and command to all fire and EMS incidents within Southwest Ranches.
- Provides response and command of all emergency disaster services incidents in Southwest Ranches.
- Provide Special Operations response to include Dive Rescue and Technical Rescue Operations (includes Large Animal Rescue, Confined Space Rescue, Rope Rescue, Trench Rescue, Building Collapse Rescue, Vehicle and Machinery Rescue)
- Provides Southwest Ranches Volunteer Firefighters with both EMS and fire training that is also provided to Davie personnel.
- Provide Davie's Medical Director as the Medical Director for Southwest Ranches.
- Provides cooperative and good faith effort regarding an active role of Southwest Ranches Volunteer Firefighters in providing EMS and Fire Protection to Southwest Ranches residents.
- Provides support with dispatching services to Southwest Ranches Volunteer Firefighters through Broward Regional Communications Center.
- Provides monthly reports addressing the status and activities of EMS, fire protection, and fire prevention services in Southwest Ranches.
- Provides back-up units as necessary.
- Provide a liaison between Davie and Southwest Ranches.

b) Fire Prevention Services, Fire Investigations and Inspections

- Provide a Fire Marshal as the Chief Fire Code Official.
- Provide annual fire safety inspections of every non-residential establishment.
- Provide residential, community facility, agricultural, municipal structure fire plan and fire construction review.
- Inspection and testing of fire hydrants and fire wells twice a year.

c) Public relations services

- Conducted Community Emergency Response Team (CERT) FEMA 20 hour training for several Southwest Ranches residents
- Provided station and unit demonstrations to Southwest Ranches residents.
- Provided fire prevention and smoke trailer activities to Southwest Ranches residents.
- Provide blood pressure checks at fire station 112.
- Provide "Safe Haven" program for newborns.

d) Public Information Officer (PIO) services for fire related or high profile incidents

**Davie Fire Rescue Fiscal Year 2015/2016 Accomplishments:**

Fire Prevention 2015

- Completed 165 Annual Inspections
- Completed 32 Plan Reviews
- Completed 10 Site Plan Reviews
- Completed biannual inspections of all Town of Southwest Ranches fire wells (287 fire well inspections)
- The Department implemented a new fire inspection software program in the Fire Prevention Bureau to enhance statistical proficiency of our fire inspection services. We are able to capture better data that permits our organization to improve the communication and service delivery to businesses. Furthermore, we are able to quantify many areas of our operation that align with nationally recommended standards and accreditation.

Fire Prevention 2016 data (as of 3/9/2016)

- Completed 127 Annual Inspections
- Completed 58 Re-inspections
- Completed 4 Plan Reviews
- Completed 1 Site Plan Reviews
- Started biannual inspections of all Town of Southwest Ranches fire wells

Fire Operations and Emergency Medical Services

- In 2015 responded to 791 incidents in Southwest Ranches
- Southwest Ranches Volunteer Fire Training Completed for 2015

- Provided 6600 Hours of Training for SWR Volunteer Fire personnel
  - Performed daily in-house training with Southwest Ranches Volunteer Firefighters
  - Maintained active role in working with Southwest Ranches Volunteer Firefighters on all incidents.
  - SWR emergency management and fire rescue personnel participated in the Town of Davie hurricane exercise
  - Conducted Advanced Cardiac Life Support (ACLS) classes
  - Conducted several Medical Director / EMS Division meetings
  - Conducted hurricane preparedness and rapid impact assessment training
  - Hurricane awareness presentation to Council and residents
  - Conducted HIPAA training and bio-waste training
  - SWR personnel attended the First There, First Care EMS conference
  - Conducted training the “SaferBy4” campaign which includes infant safe sleep practices and drowning prevention
  - Conducted a radio communication/size up class
  - Provided training on pediatrics, new medication and the new stroke scale RACE
  - Embraced SWR personnel to participate in tuberculosis (TB) testing and flu vaccinations
  - Provided Target Solutions monthly training fire and EMS
  - Conducted CPR training and cardiac arrest pit crew concept
  - Conducted live fire and fire ground skills
  - Conducted annual required endurance drill
  - Conducted aerial climb

### **Davie Fire Rescue Fiscal Year 2016/2017 Issues and Performance Goals and Objectives:**

In order to have continual improvement of goal and objectives it is important that fire and emergency services have a well-defined, recognized, measurable tool that can be used to evaluate department effectiveness by elected officials, town administrators, residents, visitors, and businesses that it serves.

Fire Service Accreditation is a process which we will be able to achieve excellence through self-assessment and accreditation in order to provide continuous quality improvement and enhancement of service delivery to our residents, businesses, and visitors. The self-assessment program provides for practical, day-to-day improvements promoting excellence within the organization, and encouraging quality improvement through continuous self-assessment. Accreditation provides assurance to employees, administrators, politicians, and the public that the department has defined a mission and related objectives that will result in improving organizational performance. This process allows the department to identify its strengths and weaknesses, and a process for building on strong points and addressing deficiencies. Cumulatively, this allows the department to run more effectively and efficiently with pride in the Organization, from department personnel, community leaders, and citizens.

The Davie Fire Rescue Department continues to work towards the goal of becoming an accredited Fire Rescue Agency. Staff continues to work toward this goal in combination with its day to day responsibilities. As of March 2013, The Town's Insurance Service Office (ISO) rating went from a Class 5/9 rating to a single rating of Class 3 Townwide. Currently, Davie Fire Rescue is in the process of improving its criteria needed to become a Class 2 with an eventual goal of obtaining a Class 1 ISO rating.

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

The Volunteer Fire Chiefs provide leadership and are responsible for:

- 1) Operations, including oversight of 35 to 40 volunteer firefighters working cohesively with Davie Fire Rescue.
- 2). Respond to emergency and non-emergency incidents.
- 3) Training all volunteer firefighters, driver-engineers, officers, and probationary volunteer firefighters
- 4) Making sure all shifts and special events are sufficiently staffed by appropriate Volunteer Firefighters
- 5) Overseeing and monitoring finances including submitting check requests to the Finance Department for payment to vendor providers as budgeted.
- 6) Handling procurement to purchase and maintain all fire apparatus and equipment
- 7) Arranging for volunteer firefighters, residents and others to be trained at a Large Animal Technical Rescue Awareness class at no cost to the Town.
- 8) Acting as a liaison with neighboring fire & police departments.
- 9) Provide public relations and public information services similar to Davie, as previously mentioned.

### **Southwest Ranches Volunteer Fire Rescue FY 2015/2016 Accomplishments:**

- Continued to train and work cohesively with Davie Fire Rescue on a daily basis with all shift personnel.
- Formalized the training division of the Department and adopting a schedule for weekly company training for each fiscal year.
- Adopted a formal schedule of monthly training dates where Southwest Ranches Volunteer Firefighters and Davie Fire Rescue personnel train together.
- Conducted over 6600 hours of practical and computer based fire and EMS training. All training hours for Southwest Ranches Volunteer Firefighters are now being digitally recorded directly with the Florida State Fire Marshal's Office.



Approximately 5700 of these hours are completed on a voluntarily basis.

- Completed the upgrade to a program that would provide and electronically track all EMS training for Department personnel. This program electronically transmits continuing education credits directly to the State Department of Health so that EMT and Paramedic certifications are automatically maintained.
- Maintained the Department's Training Division staffing level. All Training Division personnel provide their services on a purely volunteer basis.
- Trained 6 Volunteer Firefighters to become Volunteer Driver/Engineers. Each Driver/Engineer voluntarily contributed approximately 100 hours of training before becoming certified.
- Continued to update and utilize our driver engineer and new recruitment training programs with training guides and written performance objectives
- Completed another successful fundraising year for the Department. Southwest Ranches Volunteer Firefighters contributed approximately 550 hours toward fundraising activities.
- Continued to provide fire suppression and/or staffing for community service events within the Town. Approximately 240 hours were voluntarily contributed to these events by Southwest Ranches Volunteer Firefighters.
- Provided two Southwest Ranches Volunteer Firefighters to work with one Davie Fire Rescue personnel for each day of the semi-annual fire well testing program. Personnel voluntarily contributed 240 hours for well-testing during the last fiscal year.
- Completed implementation of a replacement program for a majority of our Personal Protective Equipment (PPE) that had exceeded the NFPA and Manufacturer recommended lifespan of 10 years.
- Continued implementation of a SCBA bottle replacement program to provide SCBA bottles that will meet NFPA and Manufacturer recommendations.
- Placed a new 2015 Rosenbauer/International Pumper into service as Engine 82. This new apparatus maintains the same capability as the prior Engine 82 in terms of pump and water capacity and will provide the same level of fire protection.

- Continued our fire prevention/community relations programs by attending events both within and nearby the Town. Approximately 50 hours were voluntarily contributed to these events by Southwest Ranches Volunteer Firefighters.

**Southwest Ranches Volunteer Fire Rescue Issues:**

- It is recommended that additional firefighter/EMT/Paramedics be recruited and retained to assure a strong core of fully trained personnel specifically for our Town.
- We have identified that we need to replace all of our radios with new TDMA technology. The town and the department are finalizing a program with Broward County to resolve this issue.
- The need for permanent, hurricane resistant building(s) to house all responders in inclement weather and to keep them in service within our Town at all times. The FY 2017 budget includes a program to address this issue
- A longer term vision is desired from Town Council to increase the Southwest Ranches Fire Rescue Fire/EMS services to provide more cost effective and efficient services to the town.

**Southwest Ranches Volunteer Fire Rescue Fiscal Year 2016/2017 Performance Objectives:**

- Continue to formalize our apparatus maintenance procedures to maximize preventive maintenance and minimize costs.
- Continue to formalize and increase the training for all members.
- Continue to provide community event support to the Town.
- Increase the roster to recruit and retain experienced personnel to serve the Town.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2016			Adopted FY 2017		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Volunteer Fire Chief		1			-	
Assistant Volunteer Fire Chief		1			-	
Total		2			-	

Note: For FY 2017, the Volunteer Fire Chief and the Assistant Volunteer Fire Chief positions have been transferred to the Volunteer Fire Fund in conformity with newly imposed FLSA requirements.

## Public Safety-Fire Administration Expenditures

Line Item Prefix: 001-3100-522-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object Description					
13100	Part-Time Salaries & Wages	52,000	34,715	30,000	30,000	-
21100	Payroll Taxes	3,978	2,656	2,295	2,295	-
24100	Workers Compensation	3,596	2,631	2,400	2,400	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>59,574</b>	<b>40,002</b>	<b>34,695</b>	<b>34,695</b>	<b>-</b>
31010	Professional Services	30,562	-	1,500	1,500	2,500
34100	Other Contractual Services-Fire	2,483,520	2,582,860	2,686,174	2,686,174	2,793,621
49100	Other Current Charges	10,803	24,018	15,982	15,982	15,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>2,524,884</b>	<b>2,606,878</b>	<b>2,703,656</b>	<b>2,703,656</b>	<b>2,811,121</b>
63100	Infrastructure - General	-	5,500	-	-	-
63120	Infrastructure - Fire Wells	-	14,000	19,950	19,950	15,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>19,500</b>	<b>19,950</b>	<b>19,950</b>	<b>15,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>2,584,458</b>	<b>2,666,380</b>	<b>2,758,301</b>	<b>2,758,301</b>	<b>2,826,121</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
13100	(\$30,000)	Decrease due to Volunteer Chiefs stipend payment transferred to VF Fund
34100	\$107,447	Increased 4% pursuant fo Fire contractual commitment

## Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object Description					
31010	Professional Services	10,638	22,432	20,600	13,940	17,600
41100	Telecommunications	8,726	8,040	7,920	7,920	7,920
43100	Electricity	8,201	8,377	9,000	9,000	8,000
46110	Water & Sewer	3,984	4,620	4,500	4,500	4,500
46020	Building Maintenance	5,760	9,733	10,500	10,500	10,500
46030	Equipment Maintenance	9,170	1,606	8,000	8,000	9,800
46110	Miscellaneous Maintenance	753	1,275	2,250	2,250	2,250
46120	Vehicle Maintenance & Repair	43,977	16,178	20,000	20,000	15,000
52140	Uniforms	204	1,175	2,500	2,500	2,500
52160	Gasoline	13,177	8,504	16,000	10,000	14,000
52900	Miscellaneous Operating Supplies	13,336	14,856	7,500	5,000	5,500
55100	Training & Education	18,253	39,878	5,000	5,000	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>136,179</b>	<b>136,674</b>	<b>113,770</b>	<b>98,610</b>	<b>102,870</b>
64100	Machinery and Equipment	5,820	48,172	30,881	30,881	28,545
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>5,820</b>	<b>48,172</b>	<b>30,881</b>	<b>30,881</b>	<b>28,545</b>
581-91201	Transfer to Debt Service Fund	18,122	18,122	6,500	6,500	29,485
581-91102	Transfer to Volunteer Fire Fund	251,532	133,837	111,291	111,291	144,914
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>269,654</b>	<b>151,959</b>	<b>117,791</b>	<b>117,791</b>	<b>174,399</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>411,653</b>	<b>336,804</b>	<b>262,442</b>	<b>247,282</b>	<b>305,514</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
31010	(\$6,660)	Lower than anticipated professional services needed
52160	(\$6,000)	Lower than anticipated demand for fuel

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
46120	(\$5,000)	Decrease due to lower vehicle maintenance required
91102	\$33,623	Incr. for Vol Chiefs stipend & payroll taxes payment transferred to VF Fund

# FUNDED

Town of Southwest Ranches 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>Volunteer Fire Chiefs</b>				
<b>Department</b>	<b>Fire Administration</b>	<b>Division</b>					
<b>Project Location</b>	<b>Townwide</b>						
<b>Fiscal Year</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>							
<b>Construction</b>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$145,000
<b>Other</b>							
<b>TOTAL COST</b>	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000	\$145,000
<b>Revenue Source</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<b>FA</b>	<i>GF=\$80,000 FA=\$65,000</i>
<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 component of the Fire Special Assessment at a cost of approximately \$3,000 - \$7,500 each (for up to 2-5 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>	\$ 15,000						
<b>Replacement Costs</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Self-Contained Breathing Apparatus Posi-Check/Flow Test Equipment Acquisition

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	3	\$13,500

#### Justification and Description

Self-Contained Breathing Apparatus, (SCBA), must have a flow test and become certified on every SCBA Pack annually. In the past, this service was performed at no charge to the Volunteer Fire Department with an estimated annual value of \$5,000 to \$7,500. Therefore, due to the fact that this certification is required annually for safety measures, it is cost beneficial for the SWR Volunteer Fire Department ("SWRVFD") to procure its own equipment and perform the posi-check/flow test internally ultimately obtaining certification. Proposed funding is via an annual component of the imposed Fire Assessment.

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

All SCBA equipment must have a post-check, flow test and be certified on every SCBA Pack once a year

Estimates for purchase received and includes equipment, software and supplies necessary to accommodate either Honeywell or Scott product lines.

Timely flow test and certification of SCBA equipment is a life safety issue.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$13,500

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$7,245

#### Justification and Description

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

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

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

	Pants	Jackets	Pants @\$892	Jackets @\$1,157	FMIT Grant	Total (net)	STATUS
FY 2014 – 2015	23	23	\$19,205*	\$24,817*	-\$2,910	\$41,112	Actual
FY 2015 – 2016	10	10	8,920	11,570	-\$1,000	19,490	Actual
FY 2016 – 2017	5	5	4,460	5,785	-\$3,000	7,245	Funded
FY 2017 – 2018	2	2	1,784	2,314	-\$3,000	1,098	
FY 2018 – 2019	2	2	1,784	2,314	-\$3,000	1,098	
FY 2019 – 2020	2	2	1,784	2,314	-\$3,000	1,098	
FY 2020 – 2021	2	2	1,784	2,314	-\$3,000	1,098	
FY 2021 – 2022	2	2	1,784	2,314	-\$3,000	1,098	
FY 2022 - 2023	2	2	1,784	2,314	-\$3,000	1,098	
<b>Total</b>	<b>50</b>	<b>50</b>	<b>\$43,289</b>	<b>\$56,056</b>		<b>\$74,435</b>	

\*Bunker Gear for FY 2014-2015 was \$1,079 for Bunker Jackets and \$835 for Bunker Pants.

Current pricing is reflected above.

Timely replacement of bunker gear is a life safety issue.

#### Required Resources

Line Item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$7,245



# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Self-Contained Breathing Apparatus Bottle Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	2	\$2,800

#### Justification and Description

Self-Contained Breathing Apparatus, (SCBA), presently on-hand, have a life expectancy of fifteen (15) years after which they cannot be used. This request is for SCBA replacement of existing SCI Mfg for the SWR Volunteer Fire Department and for thirty (30) year life expectancy tanks. The requested amount is for replacement equipment only, as necessary per the following schedule. Proposed funding is via an annual component of the imposed Fire Assessment.

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

SCI SCBA bottles, currently owned by the Volunteer Fire Department will reach the end of their useful lives pursuant to the following schedule:

	<u>SCBA #</u>	<u>SCBA @ \$1,015 w/valves, \$700 w/o*</u>	<u>STATUS</u>
FY 2014 – 2015	10	\$ 10,150	Actual
FY 2015 – 2016	4	4,060	Funded
FY 2016 – 2017	4	2,800	<b>FUNDED</b>
FY 2017 – 2018	6	4,200	
FY 2018 – 2019	<u>4</u>	<u>2,800</u>	
Total	<u>28</u>	<u>\$ 24,010</u>	

\*minimum purchase of 4 SCBA bottles is preferred; SCBA bottles have a 30-year life, are approximately \$700 per SCBA bottle + \$315 for valves, if deemed necessary. Timely replacement of SCBA bottles are a life safety issue. Subsequent to FY 2019, the replacement for SCBA bottles is projected to reconvene during FY 2045-2046.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$2,800

**Town of Southwest Ranches**  
**Adopted FY 2016/2017**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
Volunteer Fire Service Department  
Volunteer Fire Fund

Expenditures	Total FY 2016-2017 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	\$ 2,793,621	\$ 1,611,919	\$ 1,181,702
Personnel Expenses	-	N/A	-
Operating Expenses	264,984	N/A	264,984
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	43,545	N/A	43,545
<b>Sub-Total</b>	<b>\$ 3,131,635</b>	<b>\$ 1,611,919</b>	<b>\$ 1,519,716</b>

**Other Expenses**

Publication & Notification Costs	3,000
Statutory Discount	77,656
Collections Cost	30,394
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	189,814
<b>Total Fire Assessment Expenses</b>	<b>\$ 1,820,580</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Adopted Rates FY 16/17	Total Assessed Rates FY 15/16	Difference: Increase
Residential - 2555 Units	Per Dwelling Unit	62.8912%	1,144,985	448.13	439.02	9.11
Commercial - 340,986 SF	Per Sq.Ft. Bldg Area	15.0283%	273,602	0.80	0.80	-
Indust/Warehouse - 118,572 SF	Per Sq.Ft. Bldg Area	9.5818%	174,444	1.47	1.43	0.04
Institutional - 480,581 SF	Per Sq.Ft. Bldg Area	6.2499%	113,784	0.24	0.23	0.01
Vacant/Agricultural - 1,432 Acres	Per Acre	6.2488%	113,764	79.44	73.97	5.47
<b>Total</b>		<b>100%</b>	<b>\$ 1,820,580</b>			

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2017 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	
Legislature	\$ 68,975	87%	\$ 60,008	5%	\$ 3,449	8%	\$ 5,518	
Attorney	\$ 522,500	87%	\$ 454,575	5%	\$ 26,125	8%	\$ 41,800	
Executive	\$ 416,472	70%	\$ 291,530	15%	\$ 62,471	15%	\$ 62,471	
Finance	\$ 367,066	70%	\$ 256,946	15%	\$ 55,060	15%	\$ 55,060	
Clerk	\$ 173,432	90%	\$ 156,089	3%	\$ 5,203	7%	\$ 12,140	
Public Works	\$ 220,122	99%	\$ 217,921	0%	\$ -	1%	\$ 2,201	
Code Enforce.	\$ 132,800	52%	\$ 69,056	40%	\$ 53,120	8%	\$ 10,624	
PROS	\$ 100,521	100%	\$ 100,521	0%	\$ -	0%	\$ -	
<b>Totals</b>	<b>\$ 2,001,888</b>		<b>\$ 1,606,647</b>		<b>\$ 205,427</b>		<b>\$ 189,814</b>	

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

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

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

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

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

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

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

### **Fiscal Year 2015/2016 Accomplishments:**

- Completed continued development of the Country Estates Park, including Water facilities shade structure and Office of Greenways and Trails Grant improvements of nature trail and wayfinding signage and other trail amenities such as wash rack and mounting block.
- Completed furnishing of the renovated Rolling Oaks Barn for public use as an indoor Community facility.
- Completed exterior landscaping improvements for Town Hall and Rolling Oaks Barn.
- Managed 45 rentals of park facilities at Country Estates, Rolling Oaks and Sunshine Ranches Equestrian Parks.
- Hosted or facilitated 25 community events serving thousands of residents as well as the general public in compliance with goal and objectives and performance measures of the Town's Strategic Plan to Cultivate a Vibrant Community through building a sense of community and increasing the number and participation in Town events.
- Through coordination of volunteer participation, provided a series of monthly articles focusing on certified wildlife habitats within the Town, facilitating goals and objectives within the Town's Strategic Plan to enhance community outreach, promote the Town's Programs and services, and expand the Town's volunteer network.
- Secured the Town's annual Tree City USA designation and USA Growth awards.

- Provided instruction on Green Industries Best Management Practices to industry professionals through partnership with State of Florida and University of Florida/Broward County Extension Education Division.
- Hosted meetings of the Landscape Inspectors Association of Florida, further complying with the Town's Strategic Plan to promote the Town's programs and services.

#### **Issues:**

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

#### **Fiscal Year 2016/2017 Performance Objectives:**

- Implementation of funded segments of the capital program.
- Identify and obtain funding for existing unfunded capital improvements at:
  - a. Calusa Corners Park
  - b. Southwest Meadows Sanctuary
  - c. Frontier Trails Park
  - d. Country Estates Park
  - e. Rolling Oaks Park Wetlands
- Further development of the Town's Public Space Tree Inventory and Public Outreach.
- Continue to work toward International Society of Arboriculture Municipal Specialist Certification.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

#### **Personnel Complement:**

	Adopted FY 2016			Adopted FY 2017		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Parks, Recreation and Open Space Coordinator	1			1		
Administrative Assistant		1			1	
<b>Total</b>	<b>1</b>	<b>1</b>		<b>1</b>	<b>1</b>	

## Parks and Open Spaces Department Expenditures

Line Item Prefix: 001-3600-572-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	61,973	63,873	68,174	65,244	69,811
13100	Part Time Salaries & Wages	-	-	10,400	6,900	11,466
14100	Overtime	-	-	-	-	573
21100	Payroll Taxes	4,310	4,479	6,011	5,519	6,262
22100	Retirement Contribution	1,561	3,152	3,409	3,262	3,491
23100	Life & Health Insurance	6,692	7,297	8,344	7,313	6,938
24100	Workers Compensation	1,100	1,100	1,752	1,752	1,980
<b>TOTAL</b>	<b>PERSONAL EXPENSES</b>	<b>75,636</b>	<b>79,900</b>	<b>98,090</b>	<b>89,990</b>	<b>100,521</b>
34100	Other Contractual Services	68,114	-	-	-	-
40100	Mileage Reimbursement	2,000	-	150	50	50
41100	Communication Services	-	2,819	3,072	3,240	3,240
43100	Electricity	7,291	9,502	15,000	9,000	12,000
43110	Water & Sewer	617	2,985	5,200	9,200	7,410
46040	Ground Maintenance-Parks	12,488	131,396	194,381	190,000	211,000
46050	Tree Maintenance/Preservation	14,461	26,025	25,200	25,200	31,500
46060	Lake Maintenance	8,640	11,615	15,780	15,780	15,780
46110	Misc Maintenance & Repair		17,341	18,000	18,000	36,020
52900	Misc Operating Supplies	2,110	2,290	3,000	3,000	3,000
54100	Subscriptions and Memberships	878	850	835	835	815
55100	Training and Education	2,419	30	2,295	2,295	1,778
55200	Conferences and Seminars	1,172	1,735	2,295	2,000	1,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>120,190</b>	<b>206,588</b>	<b>285,208</b>	<b>278,600</b>	<b>324,093</b>
64100	Machinery and Equipment	-	-	-	3,953	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,953</b>	<b>-</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>195,826</b>	<b>286,489</b>	<b>383,298</b>	<b>372,543</b>	<b>424,614</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
13100	(\$3,500)	Lower due to Admin assistant employed less than full FY
43100	(\$6,000)	Lower due to Equestrian Park irrigations system malfunction
64100	\$3,953	Increase due to CEP protective system (pole barn) unanticipated

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
13100	\$4,566	Increase to accomodate full year services of Admin Assistant
14100	\$573	To provide for overtime in accordance with newly revised FLSA
46040	\$21,100	Increase due to Program Mod for mulch replenishment & fert for parks
46050	\$6,300	Increase due to Program Mod for tree maintenance/preservation
46110	\$18,020	Increase due to Program Mod for playground materials

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Townwide Parks Maintenance Level of Service Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks	General	2	\$21,151

#### Justification and Description

This request is for approval for annual mulch replenishment and fertilization for all park and other Town properties with planted landscape areas.

Providing these services will improve appearance of the properties and adhere to Best Management Practices.

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

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

If not funded, the level of maintenance will remain the same and no improvement in appearance will be achieved.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46040	Grounds Maintenance – Parks	\$21,151

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Sunshine Ranches Equestrian and Country Estates Parks Playground Surface Material

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks	General	1	\$21,000

#### Justification and Description

This request is for the addition of playground surfacing material at Sunshine Ranches Equestrian park and at Country Estates Park.

The Sunshine Ranches Equestrian Park playground was completed in 2006. Playground surface material has been spot-added on two occasions, but a full replenishment is currently overdue.

The Country Estates Park playground was completed in 2013. Replenishment of surface material is currently due.

Cost estimates were established on area calculations and contractors' rates.

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

If not funded, surface material levels will continue to decrease with weathering below safe operating margins.

#### Required Resources

Line Item	Title or Description of request	Cost
001-3600-572-46110	Miscellaneous Maintenance – Sunshine Ranches Equestrian Park playground surface material	\$14,000
001-3600-572-46110	Miscellaneous Maintenance – Country Estates Park playground surface material	\$7,000



# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Community Forestry Maintenance: Level of Service Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	PROS-Forestry	General	3	\$6,300

#### Justification and Description

The Town's Community Forestry Management budget affords minimal maintenance on a rotating schedule for an ever-increasing asset. A conservative request for enhanced maintenance is requested based upon Council inquiries, Resident's concerns and multiple incidents of unbudgeted requests for maintenance causing the amount spent on rotating routine maintenance to be decreased.

Costs were estimated based on inventory of the asset and contractor's rates.

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

If not funded, scheduled rotation for routine pruning maintenance will increase to compensate for unbudgeted work.

#### Required Resources

Line item	Title or Description of request	Cost
001-3600-572-46050	Tree Maintenance/Preservation	\$6,300

## **Non-Departmental Allocation Center**

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

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

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

There are no personnel associated with this allocation center.

## Non Departmental Expenditures

Line Item Prefix: 001-3900-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object description					
519-25100	Unemployment Compensation	-	3,850	5,000	-	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>-</b>	<b>3,850</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
519-34100	Other Contractual Services	32,623	11,920	16,000	14,000	15,000
519-41100	Telecommunications	18,029	16,620	18,000	18,000	17,000
519-42100	Postage-Townwide	23,270	9,874	15,000	12,000	12,000
519-43100	Electricity	15,691	14,593	18,000	16,000	16,000
519-43110	Water & Sewer	4,055	11,839	5,800	7,500	7,500
519-44020	Building Rental/Leasing	1,528	1,777	2,500	3,000	4,800
519-44030	Equipment Leasing	-	20,121	23,100	21,000	21,500
519-45100	Property and Liability Insurance	84,877	90,447	108,876	102,545	114,743
519-46010	Maintenance Service/Repair Contracts	12,621	13,030	15,000	15,000	15,000
519-46020	Building Maintenance	8,538	7,897	14,000	12,000	7,500
519-46030	Equipment Maintenance	16,433	25,204	23,140	23,140	23,140
519-46500	Software Maintenance	18,405	18,456	26,716	28,716	24,000
519-46110	Miscellaneous Maintenance	362	513	6,500	3,000	5,000
519-46120	Vehicle Maintenance	-	2,050	5,000	5,000	6,000
519-49100	Other Current Charges	1,203	1,549	1,000	500	1,000
519-51100	Office Supplies	16,960	19,737	23,000	20,000	21,500
519-52160	Gasoline	1,012	2,113	9,000	4,500	6,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>255,607</b>	<b>267,741</b>	<b>330,632</b>	<b>305,901</b>	<b>317,683</b>
519-64100	Machinery and Equipment	24,347	28,980	18,500	18,500	29,595
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>24,347</b>	<b>28,980</b>	<b>18,500</b>	<b>18,500</b>	<b>29,595</b>
581-91201	Transfers to Debt Service Fund	716,487	714,668	2,349,987	2,349,987	908,862
581-91301	Transfers to Capital Projects Fund	174,934	109,027	607,500	607,500	137,850
581-91101	Transfers to Transportation Fund	213,472	794,139	1,012,341	1,012,341	913,393
519-99100	Contingency/Reserve-Operating	-	-	114,076	-	28,924
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>1,104,893</b>	<b>1,617,834</b>	<b>4,083,904</b>	<b>3,969,828</b>	<b>1,989,029</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>1,384,848</b>	<b>1,918,405</b>	<b>4,438,036</b>	<b>4,294,229</b>	<b>2,341,307</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
34100	(\$2,000)	Lower than anticipated contractual services
42100	(\$3,000)	Lower due to unanticipated expense for townwide survey
43100	(\$2,000)	Lower than anticipated electricity required
46020	\$12,044	Higher due to repainting the exterior of Town Hall
46110	(\$3,500)	Misc main & repair lower than anticipated
52160	(\$4,500)	Lower generator & overall fuel costs

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
44020	\$1,800	To accommodate an additional storage unit for a full fiscal year
46500	(\$4,716)	Lower due to Cisco server renewal valid for three years
64100	\$11,095	Increase primarily valid for GIS program modification

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Geographic Information System (GIS) Software

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Town Clerk	General	1	\$16,845

#### **Justification and Description**

This request is to purchase geographic information system (GIS) software and training. GIS will expand every department's capabilities, including, but not limited to Public Works, Community Services, Engineering, Planning, Zoning, Code Enforcement, Building, Emergency Services, Finance, and Parks and Recreation. Some of these benefits included tracking aging infrastructure, monitoring code violations, and identifying potential capital improvement projects. GIS will also assist with implementation and maintenance of the Towns existing NPDES Program as well as the Community Rating System.

The proposed purchase will allow one person to utilize the system at a time to build GIS layers and publish to ArcGIS online, but up to 5 additional people can utilize ArcGIS online to view the different published GIS layers. Initial costs to implement the system will be \$16,845 which includes an annual subscription and training. Annual recurring operating costs will be \$4,000 which includes a \$2,500 annual subscription plus \$1,500 for annual maintenance. Funding utilizing GF-Fund Balance was adopted as its revenue source.

Additionally, Tamarac IT has determined that no new computer servers will be required since this will be a hosted solution. However, existing computers may lag if computer memory is insufficient. If new computers are required, we would need to expend approximately \$9,000 for six new computers. Accordingly, it is recommended to wait until post implementation to budget for new computers, if needed.

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

The utilization of an enterprise GIS system will provide a host of benefits to the Town and enhance services to our residents and customers. Without the software, the Town will continue to rely on paying outside consultants for mapping needs. Town staff will have to use antiquated methods of tracking permits, inventory, and maintenance logs.

Line item	Title or Description of request	Cost
001-3900-519-64100	GIS Software and Training	\$16,845

## **Capital Projects Fund**

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

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

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

The Capital Projects Fund is closely related to, but not synonymous with, the 5-Year Capital Improvement Plan. The 5-Year Capital Improvement Plan anticipates all 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 funded projects only within the 5-Year Capital Improvement Plan follow the financial pages of this fund.

## Capital Projects Fund Summary Fiscal Year 2017

### FY 2016 Estimated

FY 2016 Projected Revenues	8,798,481
Estimated Expenditures & Encumbrances	<u>(8,567,533)</u>
Estimated FY 2016 Year End Difference	<u><u>230,948</u></u>

### Projected Assigned/Committed/Restricted Fund Balance

Audited Assigned/Committed/Restricted Fd Bal 9/30/2015	496,598
Estimated FY 2016 Year End Difference	230,948
Appropriated Fund Balance FY 2016	<u>(418,928)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2016	<u>308,618</u>
Appropriated Fund Balance FY 2017	<u>(215,780)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2017	<u><u>92,838</u></u>

### FY 2017 Budget Summary

#### Adopted Revenues

Grant Reimbursements	150,000
Contributions/Private Sources	37,500
Transfer from General Fund	137,850
Appropriated Fund Balance	<u>215,780</u>
<b>Total Revenues</b>	<u><b>541,130</b></u>

#### Adopted Expenditures

Capital Outlay	<u>541,130</u>
<b>Total Expenditures</b>	<u><b>541,130</b></u>

## Capital Projects Fund Revenues

Line Item Prefix: 301-0000-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object description					
331-33120	U.S. Public Safety Grant (DOJ+other)	34,853	-	-	-	-
331-33170	Federal Grant-Culture/Recreation	-	31,974	-	2,053	-
334-33470	State Grant-Culture/Recreation				-	50,000
337-33770	Local Government Grant-Culture/Recreation	104,440	1,100	100,000	-	100,000
361-36110	Interest Earnings	347	489	-	-	-
366-36610	Contributions-Private Sources & Donations	22,000	-		20,000	37,500
381-38101	Transfer from General Fund	174,934	109,027	607,500	607,500	137,850
384-3840x	Loan Proceeds-Series 2016	-	-	7,750,000	7,750,000	-
384-384xx	Loan Proceeds-Fire Control	-	206,500	-	-	-
399-39900	Appropriated Fund Balance	-	-	418,928	418,928	215,780
TOTAL	Miscellaneous Revenues	336,574	349,090	8,876,428	8,798,481	541,130
<b>TOTAL</b>		<b>336,574</b>	<b>349,090</b>	<b>8,876,428</b>	<b>8,798,481</b>	<b>541,130</b>

## Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
572-61100	Land	-	-	8,177,500	8,137,813	-
522-62150	Buildings-Fire Control Modulares	-	-	171,530	-	171,530
572-62120	Buildings-Rolling Oaks Barn	225,554	186,439	-	-	10,250
539-62140	Buildings-Town Hall/Public Safety	5,179	-	216,775	216,775	-
539-63160	Infrastructure-Calusa Corners	-	5,876	104,123	4,123	100,000
572-63200	Infrastructure-Country Estates Park	233,093	99,164	-	2,325	150,000
572-63180	Infrastructure-Trailside-Founders Park	-	-	-	-	75,000
572-63170	Infrastructure-Sunshine Ranches Equestrian Park	-	-	-	-	34,350
521-64100	Machinery and Equip-Law Enforcement	39,680	-	-	-	-
522-64100	Machinery and Equip-Fire Control	-	-	206,500	206,497	-
572-64100	Machinery and Equip-PROS	-	39,143	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>503,506</b>	<b>330,621</b>	<b>8,876,428</b>	<b>8,567,533</b>	<b>541,130</b>
<b>TOTAL</b>	<b>CAPITAL PROJECTS FUND</b>	<b>503,506</b>	<b>330,621</b>	<b>8,876,428</b>	<b>8,567,533</b>	<b>541,130</b>



# FUNDED

Town of Southwest Ranches

## Capital Improvement Project

Project	Public Safety-Fire Rescue Modular Facilities						
Priority	Public Safety #2			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Griffin Road						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Surveys	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 1,500	
Engineering/ Architecture	\$ 4,315	\$ -	\$ -	\$ -	\$ -	\$ 4,315	
Land Acquisition/ Site Preparation	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ 10,500	
Construction	\$ 155,215	\$ -	\$ -	\$ -	\$ -	\$ 155,215	
Equipment/ Furnishings		\$ -	\$ -	\$ -	\$ -	\$ -	
Other		\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST	\$ 171,530	\$ -	\$ -	\$ -	\$ -	\$ 171,530	
Revenue Source	CIP-FB					CIP-FB	
Description (Justification and Explanation)							
The Town's modular buildings that house the Fire Department and the Volunteer Fire Department at 17220 Griffin Road have reached their life cycle and need to be replaced. This project was funded in FY 2016 but deferred until FY 2017. The existing equipment canopies are not being replaced. A local municipal, contractor/vendor can provide a new 2010 FBC modular building classified for R2 Occupancy. The building size is 24 ft. wide by 68 ft. long and will include Hardi panel exterior siding, EPDM rubber roof, vinyl covered gypsum interior walls, prefinished gypsum ceiling, carpet and tile floor coverings throughout, steel door with steel jamb exterior doors, wall hung central A/C, and will sustain wind loads up to 175 mph. Included site options include: (1) 36' switchback aluminum handicap ramp, (1) set of aluminum steps with 5'x5' landing and delivery/installation of ramp and step, electrical hook-ups, plumbing hook- ups/manifold, sprinkler connections, and fire alarm system . Site work preparation would be provided by others but the costs are included in this CIP. The project's estimated, total cost for demolition, site work, engineering, and design is estimated to be \$171,530.							
Annual Impact on Operating Budget							
Personnel	\$ -		No material impact since Fire Rescue modulars already existed within budget.				
Operating	\$ -						
Replacement Costs	Year 2037	\$ 8,577	Estimated Annual based on 20 year service life (\$171,530 / 20 years).				
Revenue/Other	\$ -						
Total	\$ 8,577						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park (f/k/a Fishing Hole Park) with SWR Parks Foundation Ballfield						
Priority	PROS #2			Project Manager	December Lauretano-Haines		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ -	\$ 1,725	\$ -	\$ -	\$ -	\$ 1,725	\$ 47,043
Engineering, Architecture & Permitting	\$ 6,550	\$ 1,250	\$ 675	\$ 800	\$ -	\$ 9,275	\$ 421,718
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172,855
Construction	\$ 143,450	\$ 25,378	\$ 24,878	\$ 9,378	\$ 29,378	\$ 232,462	\$ 470,508
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,723
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
TOTAL COST:	\$ 150,000	\$ 28,353	\$ 25,553	\$ 10,178	\$ 29,378	\$ 243,462	\$ 3,243,847
Revenue Source	G = \$50,000 CIP-FB = \$20,000 GF Tfr = \$80,000	NF	NF	NF	NF	G = \$50,000 CIP-FB = \$20,000 GF Tfr = \$80,000 NF = \$93,462	G=\$2,278,685 CIP-FB & GF Tfr=\$965,162
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has Prioritized completion of Country Estates Park Development. Due to non-matching grant funding awarded from Florida Recreation Development Assistance Program (FRDAP) in the amount of \$50,000 and a \$20,000 donation received from the Southwest Ranches Parks Foundation during FY 2016, this park moves up to the second priority for Fiscal Year 2017. The FRDAP Grant Agreement has been awarded and will have a three-year term commencing on the date of execution, thus the end of term for the FRDAP grant agreement is anticipated to be within FY 2019.</p> <p>Acquisition and development of the Country Estates site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Recreation Development Assistance Program (FRDAP) and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site previous to FY 2016/2017 was supported by four Broward County and one State of Florida Grant, totaling 465,000, with matching funds. Development costs were estimated based on management plan value engineering by professional consultants and updated in accordance with reductions in commitments and changes in market conditions. Further development of this site, other than Ball fields, is not currently supported by grants.</p> <p>Commitments for development of the site include playground, restroom, picnic shelter, multi-use trail, improved wetlands, parking, landscaping, open space play fields, environmental education, pond, and fishing pier. Significant portions of this development were completed in 2014 and 2015, and will continue in 2016-2017 with development of open space play field areas. Future development of pond and fishing pier have been estimated using a phased funding approach. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs include mowing/landscape maintenance (\$15,600), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$7,140), playground maintenance (\$5,400), well/water system maintenance (\$3,120), equestrian arena maintenance (\$1,200), Electricity (\$600), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$106,723 / 20 years = \$5,336).				
Operating	\$ 43,116						
Replacement Cost	Year: 2037	\$ 5,336					
Revenue/Other							
Total	\$ 48,452						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Calusa Corners Park						
Priority	PROS #1			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	11-Acre Calusa Corners Park at Griffin between Dykes Road and Hawkes Bluff Avenue						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000	\$ 26,214
Engineering, Architecture & Permitting	\$ -	\$ 10,000	\$ 49,750	\$ -	\$ -	\$ 59,750	\$ 539,399
Land Acquisition/Site preparation	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ 72,000	\$ 6,939,341
Construction	\$ 47,590	\$ 211,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 1,077,065	\$ -
Equipment/Furnishings	\$ 52,410	\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ 124,910	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 100,000	\$ 346,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 1,355,725	\$ 7,504,954
Revenue Source	G	NF	NF	NF	NF	NF=\$1,255,725 G=\$100,000	G=\$6,939,341 CIP-FB= \$565,613
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has maintained Calusa Corners Park development as their first priority for Fiscal Year 2017. Partial development is currently supported by two \$50,000 non-matching grants from the Florida Recreation Development Assistance Program (FRDAP) and, was voluntarily matched by the Town in the total amount of \$10,000 during FY 2015 and FY 2016 for surveys and park design. The Phase one grant, approved at Council via Resolution # 2013-060, expires on 4/30/17. The Phase two grant, approved at Council via Resolution # 2015-001, expires on 4/30/18. Together, these grants will fund minimal playground, picnic, parking, sidewalk and landscaping improvements.</p> <p>Commitments for development at the Calusa Corners site retain only those amenities necessary to satisfy grant requirements, including volleyball, equestrian ring, playground, picnic facilities, open space play fields, fishing pier, multi-use trail, historic and environmental education, wetlands, parking, landscaping, and interconnection between two distinct water storage areas.</p> <p>Acquisition of this site was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development costs in the management plan were prepared by professional consultants and have been updated in accordance with reductions in commitments and changes in market conditions.</p> <p>Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water bodies and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		If fully funded, projected operating budget costs would include mowing/landscape maintenance (\$14,640), routine facilities maintenance (\$7,800), mitigation/wetlands maintenance (\$1,236), equestrian ring maintenance (\$1,740), playground maintenance (\$5,400), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$124,910 / 20 years = \$6,246).				
Operating	\$ 31,250						
Replacement Cost	Year: 2037	\$ 6,246					
Revenue/Other	\$ -						
Total	\$ 37,496						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Trailside - "Founder's" Park						
Priority	PROS #5			Project Manager	December Lauretano-Haines		
Department	Parks Recreation and Open Space			Division	N/A		
Project Location	3.71-Acre Trailside Park at 12498 Griffin Road and Flamingo Road						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ -
Engineering, Architecture & Permitting	\$ 12,830	\$ -	\$ -	\$ -	\$ -	\$ 12,830	\$ -
Land Acquisition/Site preparation	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -
Construction	\$ 14,879	\$ -	\$ -	\$ -	\$ -	\$ 14,879	\$ -
Equipment/Furnishings	\$ 25,951	\$ -	\$ -	\$ -	\$ -	\$ 25,951	\$ -
Other (Sidewalk and signage)	\$ 14,740	\$ -	\$ -	\$ -	\$ -	\$ 14,740	\$ -
TOTAL COST:	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -
Revenue Source	G=\$37,500 GF Tfr=\$37,500					G=\$37,500 GF Tfr=\$37,500	
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has prioritized a memorial to Gary Poliakoff, Esq. &amp; Town Attorney, Emeritus. The Town's Rural Public Arts and Design Advisory Board has assisted in providing a design standard for the structure. The Poliakoff family have consulted with both Boards to select a location for the structure at the Town's easternmost entranceway, Trailside Park, to be known as Founders' park: created by Mr. Poliakoff, as the best and most appropriate location. The Polikoff family have agreed to contribute 50% of the total cost as well as provide interest-free financing, to be repaid during FY 2018, for the remaining 50%.</p> <p>Acquisition of this site, at minimal cost, was via a tri-party Agreement conceived of and negotiated by the Town Attorney shortly after Town incorporation and supported by Council and Residents to perform as a buffer for commercial construction of the adjacent Flamingo Plaza annexed years prior to Town incorporation into Cooper City. The Town's obligation is to maintain the space as a passive recreational buffer and a crucial trail linkage between the Town and County Greenway trails on Griffin and Flamingo Roads.</p> <p>Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to include: increased water storage and storm water runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water bodies and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Projected operating budget costs include mowing/landscape maintenance (\$5,400), facilities maintenance (\$4,416), and funding for replacement over the useful life of amenities (\$25,951 / 20 years = \$1,298).				
Operating	\$ 9,816						
Replacement Cost	Year: 2037	\$ 1,298					
Revenue/Other	\$ -						
Total	\$ 11,114						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	Sunshine Ranches Equestrian Park Irrigation System Overhaul						
<b>Priority</b>	PROS - 6	<b>Project Manager</b>	December Lauretano-Haines				
<b>Department</b>	PROS	<b>Division</b>	N/A				
<b>Project Location</b>	Sunshine Ranches Equestrian Park						
<b>Fiscal Year</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Construction</b>	\$34,350	\$ -	\$ -	\$ -	\$ -	\$34,350	\$ -
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST</b>	\$34,350	\$ -	\$ -	\$ -	\$ -	\$34,350	\$ -
<b>Revenue Source</b>	\$20,350 GF-FB \$14,000 CIP-FB					\$20,350 GF-FB \$14,000 CIP-FB	
<b>Description (Justification and Explanation)</b>							
<p>The Sunshine Ranches Equestrian Park irrigation system was completed in 2004. Monthly maintenance has been conducted through the years, but the system components are past their useful age. The system consists of two pump stations: one main pump station operated by two 10 HP pumps with a 3 HP jockey pump; and one additional pumping station incorporating a submersible well and pump, through which the system water is recharged. These components were designed and installed as part of a proprietary system from Hoover Pumping Systems, Inc.</p> <p>Proposals for necessary repairs have yet to reveal comprehensive scope of work required to return the system to full operation. To date, assessments from Hoover Pumping Systems, Inc., acting as a subcontractor through our Contractor, are being written identifying work to be completed to return the system to full operability. Included in the repair estimates, reportedly, is replacement of the submersible recharge pump. This is an extensive operation requiring excavation and crane.</p> <p>Cost estimates will likely be based on time and materials calculations and represent only the best approximation our Contractor can give. If not funded, no irrigation of landscape can be accomplished and existing conditions will continue to degrade. Additionally, during FY 2016 a legal settlement was received and available specifically for this facility</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>			The current annual operating impact pertaining to maintenance of the irrigation system based on existing contractual rates				
<b>Operating</b>	\$ 8,300						
<b>Replacement Costs</b>	<b>Year: 2037</b>						
<b>Revenue/Other</b>							
<b>Total</b>	\$ 8,300						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Rolling Oaks Passive Open Space and Barn						
Priority	PROS #7			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 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Engineering, Architecture & Permitting	\$ 1,250	\$ 2,450	\$ 1,800	\$ 950	\$ -	\$ 6,450	\$ 350,450
Land Acquisition/Site preparation	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 2,836,350
Construction	\$ 9,000	\$ 20,250	\$ 31,550	\$ 7,675	\$ 9,475	\$ 77,950	\$ 721,553
Equipment/Furnishings	\$ -	\$ -	\$ 5,300	\$ 3,650	\$ 2,650	\$ 11,600	\$ 117,517
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 10,250	\$ 22,700	\$ 38,650	\$ 12,275	\$ 12,125	\$ 96,000	\$ 4,105,870
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB=\$10,250 NF=\$85,750	G=\$2,625,000 CIP-FB=\$1,480,870
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has maintained improvement of Rolling Oaks Park development as their seventh priority for Fiscal Year 2017. Accordingly, the community has requested space for storage in the Rolling Oaks Barn and an area has been identified that may be modified for this use. Estimated costs for this improvement are calculated at approximately \$10,250.</p> <p>Acquisition and development of the Rolling Oaks site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Recreation Development Assistance Program (FRDAP) and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's obligation is to develop the recreational amenities identified in the Grant Management Plan. Development 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. Further development of this site is not currently supported by grants.</p> <p>Most FRDAP and most BCLPB-OS commitments for development at the Rolling Oaks site have been satisfied. Improvements include fitness trail, nature education, passive recreational open space, freshwater fishing, parking, multi-use trail, and native landscaping. Renovation/re-purposing of the site's existing barn structure for human recreational use is complete. Final grant-committed development in future Fiscal Years should include improvement of existing wetlands and restoration of existing windmill. Outside of grant commitments, the Rolling Oaks community will likely seek approval for a playground to be constructed on site in the future.</p>							
Annual Impact on Operating Budget							
Personnel			Projected operating budget costs include mowing/landscape maintenance (\$29,304), fitness garden maintenance (\$7,272), routine facilities maintenance (\$26,496), mitigation/wetlands maintenance (\$3,600), playground maintenance (\$5,400), well/water system maintenance (\$3,120), electricity (\$2,880), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$129,117 / 20 years = \$6,456).				
Operating	\$ 79,296						
Replacement Cost	Year: 2037	\$ 6,456					
Revenue/Other	\$ (9,000)						
Total	\$ 76,752		Projected revenue includes conservative estimates of two rental facilities on site, available to residents at 50% of the non resident cost .				

## **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 Fund improvements. More particularly, this fund has been created to support accounting for debt service payments resulting from a full faith and credit borrowing pursuant to an annual pledge to budget and appropriate funding for payment and retirement of forthcoming principal and interest. The Town has no general obligation debt which would require approval via a Townwide voter referendum. Existing Debt consists of Loans and Notes Payable.

## Debt Service Fund Summary Fiscal Year 2017

### FY 2016 Estimated

Estimated Debt Service Revenue	2,375,487
Estimated Expenditures & Encumbrances	(2,400,010)
Estimated FY 2016 Year End Difference	<u>(24,523)</u>

### Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2015	36,534
Estimated FY 2016 Year End Difference	(24,523)
Appropriated Assigned Fund Balance for FY 2016	-
Projected Assigned Fund Balance 9/30/2016	<u>12,011</u>
Appropriated Assigned Fund Balance for FY 2017	-
Projected Assigned Fund Balance 9/30/2017	<u>12,011</u>

### FY 2017 Budget Summary

#### Adopted Revenues

Interest Earnings	-
Transfer from General Fund	938,347
Appropriated Assigned Fund Balance	-
<b>Total Revenues</b>	<b><u>938,347</u></b>

#### Adopted Expenditures

Debt Service	938,347
Non-Operating Expenses	-
<b>Total Expenditures</b>	<b><u>938,347</u></b>



## Debt Service Fund Revenues

Line Item: 201-0000:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
361-36110	Interest Earnings	-		-	-	-
381-38101	Transfer from General Fund	734,609	732,790	2,356,487	2,356,487	938,347
381-38112	Transfer from Volunteer Fire Fund	-	-	19,000	19,000	-
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>734,609</b>	<b>732,790</b>	<b>2,375,487</b>	<b>2,375,487</b>	<b>938,347</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>734,609</b>	<b>732,790</b>	<b>2,375,487</b>	<b>2,375,487</b>	<b>938,347</b>

## Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix	Object Description					
71100	Principal	502,068	509,226	2,165,792	2,164,419	546,154
72100	Interest	217,542	213,007	202,195	199,424	379,693
73100	Other Debt Service Costs	1,620	2,470	7,500	36,167	12,500
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>721,230</b>	<b>724,704</b>	<b>2,375,487</b>	<b>2,400,010</b>	<b>938,347</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>721,230</b>	<b>724,704</b>	<b>2,375,487</b>	<b>2,400,010</b>	<b>938,347</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
73100	\$28,667	Increase due to closing costs incurred for Series 2016 Land Acquisition

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
71100	(\$1,618,265)	Retirement of FMLC Bond SR 2001A & Issuance of public pur. Land Acq. debt
72100	\$180,269	Retirement of FMLC Bond SR 2001A & Issuance of public pur. Land Acq. debt
73100	(\$23,667)	lower anticipated other debt service costs for FY 2017

## Debt Service Disclosure

Description/Type	Total P & I FY 2014 Actual	Total P & I FY 2015 Actual	Total P & I FY 2016 Projected	Total P & I FY 2017 Adopted	Total P & I FY 2018 & Thereafter
FMLC Bond Series 2001A-PROS	82,000	82,000	1,718,356	-	-
TD Bk Series 2013-Refund/Improvement Rev Bds	235,997	239,202	236,997	239,308	2,130,867
TD Bk Series 2011-New Town Hall Refinance	286,523	286,523	286,523	286,523	1,217,732
TD Bk Series 2016-Public Purpose Land Acq.	-	-	-	273,564	13,669,062
StoneGate Bk Road Paving/Drainage Loan	96,967	96,967	96,967	96,967	444,368
Quantum Pierce Pumper Cap Lease	18,122	17,542	-	-	-
TD Equip. Fince-Rosenbauer Pumper Note Pay			25,000	29,485	176,912
Other Debt Service Costs	1,621	2,470	36,167	12,500	-
<b>Total Debt Service</b>	<b>\$ 721,230</b>	<b>\$ 724,704</b>	<b>\$ 2,400,010</b>	<b>\$ 938,347</b>	<b>\$ 17,638,941</b>



## Special Revenue Funds

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

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

The Two Special Revenue Funds are:

- 1) Transportation Fund
- 2) Volunteer Fire Fund

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



2016 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted by: Rebecca Baez

**FY 2016-2017**

# Transportation Fund

## Services, Functions, and Activities:

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

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

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

## FY 2015/2016 Accomplishments:

- Incorporated new areas of right-of-way maintenance into the existing line item budgets and altered scheduling of maintenance frequencies affected by altered growing conditions with minimal adverse fiscal impact.
- Completed the following drainage improvements with funding from the Florida Department of Environmental Protection:

- ✓ **Hancock Road & Mustang Trail Intersection Drainage Improvement:** This project provides a drainage pipe connection from an existing drainage inlet to a new drainage inlet and outfall pipe with headwall to the adjacent CBWCD canal.
  - ✓ **Dykes Road (between SW 51<sup>st</sup> Manor & SW 53<sup>rd</sup> Court) Drainage Improvement:** This project provides an additional drainage outfall from Dykes Road to an adjacent canal, which was also partially funded by the South Broward Drainage District (SBDD).
  - ✓ **SW 210<sup>th</sup> Terrace & SW 50<sup>th</sup> Street Intersection Drainage Improvement:** This project provides two new drainage inlets and pipe, swale excavation and an outfall connection to an SBDD canal (Cemetery Canal). SBDD has supported this project by subcontracting a portion of the construction work (vegetation clearing from SW 210<sup>th</sup> Terrace to the SBDD Canal).
  - ✓ **SW 63<sup>rd</sup> Street Drainage Improvement from SW 185<sup>th</sup> Way to SBDD Canal West:** This project provides new drainage inlets and pipe at each intersection and swales along the south side of SW 63<sup>rd</sup> Street from SW 185<sup>th</sup> Way to an SBDD canal west of SW 188<sup>th</sup> Avenue. SBDD has indicated they may be able to support this project by subcontracting a portion of the construction work.
  - ✓ **SW 195<sup>th</sup> Terrace Drainage Improvement from the 5800 Block to the 5400 Block:** This will require construction of approximately 1900 linear feet of drainage outfall pipe by connecting the existing catch basins at 5801 SW 195 Terrace to the drainage catch basins at the intersection of SW 195<sup>th</sup> Terrace and SW 54<sup>th</sup> Place. The drainage connection extends via the SW 54 Place Phase II improvements and outfall to Canal 13.
- Completed Surveying and Design of the SW 55<sup>th</sup> Street Drainage Project with in-kind services from the South Broward Drainage District.
  - Completed construction of 4500 linear feet of guardrails on Stirling Road, which was funded by the Florida Department of Transportation.
  - Secured \$300,000 from the State of Florida for the remaining Stirling Road guardrails CIP.
  - Completed design of SW 190<sup>th</sup> Avenue extension between Griffin Road and SW 49<sup>th</sup> Street, which was partially funded by the Florida Department of Transportation.
  - Together with PROS Department, completed construction of the Country Estates Park multi-purpose trail improvements and trailhead amenities. Funded by the Office of Greenways and Trails Recreation Trails Program grant.
  - Completed construction of the Year 1 Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program.

- Completed surveying and design of the Year 2 Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program.
- Prepared and submitted to the Florida Department of Environmental Protection (FDEP) the Town's NPDES Annual Report.
- Developed a Bacterial Pollution Control Plan as required by the Florida Department of Environmental Protection (FDEP) National Pollutant Discharge Elimination System (NPDES) Municipal Storm Sewer System (MS4) Permit Number FLS000016-003.

#### **Issues:**

- Improvement of right-of-way maintenance levels of service and increased areas of maintenance at sustainable costs.
- 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 without outside funding sources.
- Roads condition and drainage facilities inventory is not available for asset management. Accurate Geographical Information Systems (GIS) technology should be competitively procured then acquired.

#### **FY 2016/2017 Performance Objectives:**

- Prepare a signs inventory with GPS location.
- Complete construction of all funded capital improvement projects within or under budget.
- Continue to provide liaison assistance to the Drainage and Infrastructure Advisory Board.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

#### **Personnel Complement:**

	Adopted FY 2016			Adopted FY 2017		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
<b>Total</b>	<b>.5</b>			<b>.5</b>		

## Municipal Transportation Fund Summary Fiscal Year 2017

### FY 2016 Estimated

Estimated Transportation Revenue	2,282,887
Estimated Expenditures & Encumbrances	<u>(2,095,885)</u>
Estimated FY 2016 Year End Difference	<u>187,002</u>

### Projected Restricted/Committed Fund Balance

Audited Restricted/Committed Fund Balance 9/30/2015	651,618
Estimated FY 2016 Year End Difference	187,002
Appropriated Restricted/Committed Fund Balance FY 2016	<u>(321,763)</u>
Projected Restricted/Committed Fund Balance 9/30/2016	516,857 *
Appropriated Restricted/Committed Fund Balance FY 2017	<u>(124,200)</u>
Projected Restricted/Committed Fund Balance 9/30/2017	<u>392,657 *</u>

### FY 2017 Budget Summary

#### Adopted Revenues

Intergovernmental Revenues	466,403
Interest Earnings	250
Transfer From General Fund	913,393
Appropriated Restricted/Committed Fund Balance	124,200
<b>Total Revenues</b>	<b><u>1,504,246</u></b>

#### Adopted Expenditures

Personnel Costs	71,005
Operating Items	399,041
Capital Outlay	1,034,200
<b>Total Expenditures</b>	<b><u>1,504,246</u></b>

#### NOTE:

\* Includes the Transportation Surface and Drainage Ongoing Rehabilitation Program (TSDOR) Construction Contingency Reserve Projections of \$104,050 and \$149,050 for FY's 2016 and 2017, respectively

## MUNICIPAL TRANSPORTATION REVENUES

Line Item Prefix: 101-0000-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
312-31241	First Local Option Gas Tax (.06)	74,289	76,800	73,296	76,848	74,543
312-31242	Second Local Option Gas Tax (.03)	54,662	55,234	52,813	55,187	53,531
335-33512	State Revenue Share-Gas Tax (.08)	40,721	39,870	39,370	39,201	38,329
337-33740	Local Grant - CBWCD	-	6,507	-	-	-
334-33449	State Grant - Transportation	-	247,852	795,166	777,298	300,000
<b>TOTAL</b>	<b>Intergovernmental Revenues</b>	<b>169,672</b>	<b>426,263</b>	<b>960,645</b>	<b>948,533</b>	<b>466,403</b>
381-38101	Transfer From General Fund	213,472	794,139	1,012,341	1,012,341	913,393
361-36110	Interest Earnings	260	878	250	250	250
399-39900	Appropriated Restricted/Committed Fd Balance	-	-	321,763	321,763	124,200
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>213,732</b>	<b>795,017</b>	<b>1,334,354</b>	<b>1,334,354</b>	<b>1,037,843</b>
<b>TOTAL</b>		<b>383,404</b>	<b>1,221,281</b>	<b>2,294,999</b>	<b>2,282,887</b>	<b>1,504,246</b>



## Municipal Transportation Fund Expenditures

Line Item Prefix: 101-5100-541:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
12100	Regular Salaries & Wages	40,744	60,307	63,088	46,337	61,688
21100	Payroll Taxes	3,016	4,350	4,826	3,545	4,719
22100	Retirement Contribution	1,142	2,969	3,154	2,317	3,084
23100	Life & Health Insurance	1,845	3,730	4,255	1,327	183
24100	Workers Compensation	660	1,050	1,381	1,381	1,331
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>47,407</b>	<b>72,407</b>	<b>76,704</b>	<b>54,907</b>	<b>71,005</b>
31010	Professional Services/Studies/Surveys	11,221	39,244	52,115	30,000	57,115
34100	Other Contractual Services	24,269	-	-	12,000	-
40100	Mileage Reimbursement	534	-	250	100	250
46010	Maintenance Service/Repair Contracts	44,651	55,487	85,032	85,032	85,352
49100	Other Current Charges	2,345	2,274	4,000	2,325	3,325
53100	Road Materials-Gen. &/or Emergencies	40,896	36,998	65,000	65,000	65,000
53110	Road Materials-Griffin Road Maintenance	58,179	102,460	116,884	106,884	174,999
53200	Traffic Signs	9,575	18,623	13,000	13,000	13,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>191,670</b>	<b>255,086</b>	<b>336,281</b>	<b>314,341</b>	<b>399,041</b>
61100	Land	-	-	12,757	23,065	-
63260	Infrastructure - Drainage	6,800	357,793	360,852	372,630	109,200
63280	Infrastructure - Roadway Paving/TSDOR	-	72,063	666,455	664,787	495,000
63300	Infrastructure - TW Entranceway Signage	11,850	18,153	28,385	28,385	30,000
63320	Infrastructure - Guardrails	4,200	48,600	397,087	246,292	350,000
63340	Infrastructure - Roadway Improvements	-	5,823	261,478	261,478	-
63360	Infrastructure - Striping/Markers	44,856	114,269	130,000	130,000	50,000
63365	Infrastructure - Major Sidewalk Repairs	-	14,831	-	-	-
63370	Infrastructure - Street Lighting	-	-	25,000	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>67,706</b>	<b>631,530</b>	<b>1,882,014</b>	<b>1,726,637</b>	<b>1,034,200</b>
<b>TOTAL</b>	<b>TRANSPORTATION FUND</b>	<b>306,783</b>	<b>959,023</b>	<b>2,294,999</b>	<b>2,095,885</b>	<b>1,504,246</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
31010	(\$22,115)	Lower professional services than anticipated
34100	\$12,000	Contractual services needed during Town Engineer vacancy
61100	\$10,308	Higher costs (Legal, appraisal, insurance) than expected on property purchase
63320	(\$150,795)	Lower than anticipated expenses due to timing of project completion
63370	(\$25,000)	Street Lighting project expenditures deferred to FY 2018

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
31010	\$27,115	Higher provision required to cover NPDES/Traffic Stds/CRS/Surveys
34100	(\$12,000)	Decrease due to contractual services no longer required
53110	\$68,115	Higher primarily due to irrigation system overhaul
61100	(\$23,065)	Property purchase not anticipated for FY 2017
63260	(\$272,630)	Reduction due to completion of Trans-Grant project component
63280	(\$169,789)	Proposed overall reduction in TSDOR project
63320	\$153,708	Higher due to increased Grant funding awarded
63340	(\$261,478)	Lower due to the project completion in FY 2016
63360	(\$80,000)	Lower due to unspent expenditures being rolled over to FY 16

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program						
Priority	Transportation #1			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Planning / Permitting	\$ 1,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 13,000	\$ -
Engineering Design and Surveying	\$ 134,400	\$ 166,680	\$ 167,910	\$ 172,800	\$ 177,090	\$ 818,880	\$ 210,661
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 4,358
Construction including Contingency & Inflation	\$ 304,600	\$ 448,000	\$ 555,600	\$ 559,700	\$ 576,000	\$ 2,443,900	\$ 521,831
Construction Reserve/Replenishment	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000	
Total Project Cost	\$ 495,000	\$ 627,680	\$ 736,510	\$ 745,500	\$ 766,090	\$ 3,370,780	\$ 736,850
Revenue Source	GF Tfr (mill=.4050)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr
Description (Justification and Explanation)							
Commencing in FY 2015 the Town implemented a Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program with the goal of preserving and extending the life of the Town's paved streets. The TSDOR program addresses improvements for every Town road over a 21 year period at an average annualized cost of approximately \$659,700 (\$13,852,100 in total), adjusted for inflation. Depending on existing road conditions, construction costs include new pavement surfacing, truing and leveling, full depth reclamation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. All legal expenses associated with unforeseen FY 2019 road segment right-of-way issues are included in the FY 2017 budget projection (two-year window). All consulting costs for surveying, design, permitting, and contract bid document preparation for FY 2018 road segments are included in the FY 2017 budget projection (one-year window). Construction administration and related inspection services for FY 2017 road segments are included in the FY 2017 budget projection. The Prior Year Construction Reserve amount of \$200,000 was collected in FY 2015 (initial year) to facilitate planned construction commencing the first quarter (October-December) of each successive year commencing FY 2016 until the TSDOR Program is completed in FY 2036 and is replenished annually, as utilized . The following road segment improvements are scheduled for construction during FY 2017:							
FY 2017 ROAD SEGMENT						SEGMENT COST**	
SW 128th Avenue (0.23 Miles) from SW 56th Street to Dead End						TBD	
SW 56th Street (0.12 Miles) from Melaleuca Drive to SW 128th Avenue						TBD	
SW 56th Street (0.12 Miles) from SW 128th Avenue to SW 127th Avenue						TBD	
Melaleuca Drive (0.12 Miles) from SW 56th Street to Dead End						TBD	
Melaleuca Drive (0.37 Miles) from Stirling Road to SW 56th Street						TBD	
Melaleuca Drive (0.99 Miles) from Stirling Road to Old Sheridan Street						TBD	
Appaloosa Trail (1.00 Miles) from Stirling Road to Old Sheridan Street						TBD	
FY 2017 Total Construction including Contingency and Inflation						\$304,600	
FY 2018 Road Segments Engineering Design and Surveying						\$134,400	
Construction Reserve (Replenishment)						\$45,000	
Planning, Permitting						\$1,000	
FY 2017 and FY 2018 Segments TOTAL:						\$485,000	
FY 2019 Land Mitigation (Legal) TOTAL:						\$10,000	
FY 2017 Grand TOTAL:						\$495,000	
** Segment costs assume full public right of way is available October 1, 2016.							
		FY 2015 (initial year)	FY 2016 (original Bud)	Less: Total Expenditures thru 9/30/2016 (est.)	SUB-TOTAL	Add: FY 17 Res. Replenishment	TOTAL @ 9/30/2017(est.)
Construction Reserve (Detail):		\$ 374,200	\$ 466,700	(736,850)	\$ 104,050	\$ 45,000	\$ 149,050
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2017				
Operating	\$ -						
Replacement Cost	FY 2017	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	<b>Stirling Road Guardrails Installation Project</b>												
<b>Priority</b>	<b>Transportation #2</b>			<b>Project Manager</b>	<b>Rod Ley, P.E.</b>								
<b>Department</b>	<b>Public Works</b>			<b>Division</b>	<b>Engineering</b>								
<b>Project Location</b>	<b>Various locations in Town limits.</b>												
<b>Fiscal Year</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>Total</b>	<b>Prior Years</b>						
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
<b>Design &amp; Permitting</b>	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 73,130						
<b>Land Acquisition</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
<b>Construction</b>	\$ 320,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 720,000	\$ 286,512						
<b>Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
<b>TOTAL COST:</b>	\$ 350,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 750,000	\$ 359,642						
<b>Revenue Source</b>	G=\$300,000 TFB=\$50,000	NF	NF	NF	NF	G=\$300,000 TFB= \$50,000 NF=\$400,000	G=\$294,892 GF-FB=\$4,750 GAS/TFB=\$60,000						
<b>Description (Justification and Explanation)</b>													
<p>For FY 2017 the Town estimates a \$300,000 grant from the State of Florida, with a \$50,000 anticipated Town match required for the installation of guardrails in FY 2017 on Stirling Road. However, it is possible that the Town may be committed for a total of \$100,000 in matching. The Town desires to provide and maintain a reasonable planning level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects for the period. The list of guardrails installation projects, in order of priority, are below.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF</td> <td style="text-align: right;">\$ 175,000</td> </tr> <tr> <td>* Stirling Road, from 12600 Block to SW 136th Avenue</td> <td style="text-align: right;"><u>\$ 175,000</u></td> </tr> <tr> <td><b>FY 2017 TOTAL COST:</b></td> <td style="text-align: right;"><u>\$ 350,000</u></td> </tr> </table> <p>* Subsequent Years - TBD by Drainage Improvement Advisory Board</p>								* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF	\$ 175,000	* Stirling Road, from 12600 Block to SW 136th Avenue	<u>\$ 175,000</u>	<b>FY 2017 TOTAL COST:</b>	<u>\$ 350,000</u>
* Stirling Road, south side, from Volunteer Road to Hancock Road, 2400 LF	\$ 175,000												
* Stirling Road, from 12600 Block to SW 136th Avenue	<u>\$ 175,000</u>												
<b>FY 2017 TOTAL COST:</b>	<u>\$ 350,000</u>												
<b>Annual Impact on Operating Budget</b>													
<b>Personnel</b>	\$ -		Guardrails require periodic inspections. Replacement is required after a crash or when determined necessary during inspection at an estimated cost \$5,000 for approximately 100 lineal feet; or maintenance of timber offset blocks, reflectors and other parts.										
<b>Operating</b>	\$ 5,000												
<b>Replacement Cost</b>	<b>Year:</b>	\$ -											
<b>Revenue/Other</b>	\$ -												
<b>Total</b>	\$ 5,000												

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Drainage Improvement Projects						
Priority	Transportation #3			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ 9,200					\$ 9,200	
Engineering/ Architecture	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000	\$ 106,146
Land Acquisition/ Site Preparation							
Construction	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 395,000	\$ 823,277
Equipment/ Furnishings							
Other (Hardware)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	
TOTAL COST	\$ 109,200	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 509,200	\$ 929,423
Revenue Source	GF Tfr=\$50,000 TFB=\$59,200	GF Trf	GF Trf	GF Trf	GF Trf	GF Trf=\$450,000 TFB=\$59,200	G=\$493,764 GF Tfr=\$435,659

### Description (Justification and Explanation)

The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of streets drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The current list of drainage projects includes more than 10 projects. The FY 2017 – 2020 priorities are as follows and total \$270,200 (partial):

<b>Project</b>	<b>Estimated Cost</b>
Construct outfall from Frontier Trails and connect to existing SW 54th Place and SW 195th Terrace drainage system	\$109,200
Construct catch basin on west side of Holatee Rd (SW 136th Ave) at 5501 SW 136th Ave and a headwall at canal at east	\$18,000
Restoration of Dykes Road eastside swale from Huntridge Drive to Tom Thumb	\$100,000
Upgrade culverts along Dykes road eastside streets from Huntridge Dr to Tom Thumb	TBD
Const. outfall from SW 61st Court to lake to SW 161 Avenue	TBD
Green Meadows Drainage from SW 160th Ave to SW 164th Avenue Canal. Drainage Outfall from Dykes Rd (Shiva Vishnu Temple) to canal at SW 164th Terrace.	\$43,000
Const. outfall from SW 54th Place and SW 188th Avenue Intersection to canal.	TBD
Construct an outfall from SW 62nd Street cul-de-sac towards north to canal through 16541 SW 62nd St.	TBD
Construct outfall from SW 59th Court towards north to canal thru 16900 Block of SW 59th Court	TBD

### Annual Impact on Operating Budget

<b>Personnel</b>	\$	Estimated annual maintenance cost to comply with NPDES requirements.
<b>Operating</b>	\$5,000	
<b>Replacement Costs</b>	Year: \$	
<b>Revenue/Other</b>	\$	
<b>Total</b>	\$5,000	

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation #4			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various town streets (non-TSDOR).						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies						\$ -	\$ 13,850
Engineering, Architecture & Permitting						\$ -	
Land Acquisition/Site preparation						\$ -	
Construction	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 309,396
Equipment/Furnishings						\$ -	
Other (Specify)						\$ -	
TOTAL COST:	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000	\$ 323,246
Revenue Source	GF Tfr \$50,000	GAS=\$25,000 GF Tfr=\$25,000	GAS=\$25,000 GF Tfr=\$25,000	GAS=\$25,000 GF Tfr=\$25,000	GAS=\$25,000 GF Tfr=\$25,000	GAS \$100,000 GF Tfr \$150,000	GAS \$18,246 TFB \$135,000 GF Tfr \$120,000 GF-FB \$50,000
Description (Justification and Explanation)							
<p>The Town desires to maintain Town street pavement markings and signage program, such as centerline and edge of pavement striping and good reflective pavement markers, at an acceptable level of service by identifying, prioritizing and implementing an annual streets pavement markings and signage installation plan. This program provides a safer transportation network throughout the Town. The Town's Drainage &amp; Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation. The list includes:</p> <p>* Edge lines on SW 166th Avenue from Griffin Road to SW 63rd Manor (1.5 miles)</p> <p>* Edge lines on Hancock Road from Griffin Road to Old Sheridan Street (2.31 miles)</p> <p>* Repaint double yellow centerline striping with RPM and edge lines on SW 193rd Avenue from Griffin Road to SW 192nd Avenue (0.50 miles)</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.				
Operating	\$ -						
Replacement Cost	Year: 2025	\$ 50,000					
Revenue/Other	\$ -						
Total	\$ 50,000						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Town Entranceway Signage(s)						
Priority	Transportation #5		Project Manager	Rod Ley, P.E.			
Department	Public Works		Division	Engineering			
Project Location	Various						
Fiscal Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 4,500	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 13,500	\$ 6,350
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 25,500	\$ -	\$ 17,000	\$ 17,000	\$ 17,000	\$ 76,500	\$ 62,088
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 30,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 90,000	\$ 68,388
Revenue Source	GF Tfr		GF Tfr	GF Tfr	GF Tfr	GF Tfr	GF Tfr
<b>Description (Justification and Explanation)</b>							
<p>The Rural Public Arts Advisory Board has requested continued funding for entranceway signage to beautify the Town of Southwest Ranches and to give a sense of place to the community. The Board has created signage for the Town, but now is requesting continued funding to continue to implement the signage. Public Works: Transportation Engineering division is responsible for the procurement, permitting, construction, and installation of the signage. Each sign costs \$7,500 maximum, but the Town has added \$1,000 per sign for landscaping and solar lighting. The surveying, permitting and maintenance of traffic requirements varies, to a maximum of \$1,500 per sign location. The first through seven signs were installed commencing in FY 2014 as follows: 1) in the median on Griffin Road west of Flamingo Road, facing westbound traffic; 2) Griffin Road median, east of 148th Avenue (Volunteer Road – by Seven's Brothers Nursery), facing eastbound traffic and at Griffin Road median; 3) Griffin Road SW 202 Ave facing eastbound; 4) Dykes and Sheridan Street respectively; 5) 172 Ave and Sheridan street; 6) SW 185 and Sheridan Street; (7) Stirling Road near SW 127th Avenue.</p> <p>FY 2017 Priority future town sign locations:              (eighth sign) Griffin Road and Bonaventure;              (ninth sign) Griffin Road median, just west of Dykes Road;              (tenth sign) SW 148th and Sheridan Street.</p> <p>In FY 2019 the Town will consider installing the smaller interior entranceway signs: Stirling Road and Dykes Road (eleventh sign); Stirling Road and Volunteer Road (twelfth sign).</p>							
<b>Annual Impact on Operating Budget</b>							
Personnel	\$ -		No anticipated material impact to annual operating budget				
Operating	\$ -						
Replacement Cost	\$ -						
Revenue/Other	\$ -						
Total	\$ -						

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Griffin Road-West: Irrigation System Overhaul

Department Name	Division Name	Fund	Priority	Fiscal Impact
Transportation	PROS	Transportation	2	\$43,000

#### Justification and Description

The Griffin Road West irrigation system was completed in 2009 concurrent with the Griffin Road Widening project. At the time of final inspection, the project failed Southwest Ranches' inspection, with documented deficiencies in the County's installation, including obsolescence of system components. Nearly 2 years passed with little maintenance by the County for the problematic, newly-installed system. Town Staff were directed by the Town Attorney not to accept the project or begin maintenance until the case was settled.

When settlement was achieved in 2011, the Town assumed responsibility for maintenance, however, there were multiple issues with the system documented by the Town's contractor. Although the Town's contractor was able to get the system to perform, and began regular maintenance, ultimately the system(s) deficiencies continued until the system was no longer operational.

The system consists of two pump stations. These components were designed and installed as part of a proprietary system from Hoover Pumping Systems, Inc. Proposals for necessary repairs have yet to reveal comprehensive scope of work required to return the system to full operation.

To date, replacement of the "smart" controllers have revealed issues with the field wiring. Maximum expenditures for this aspect of repair cannot be accurately estimated without performing the actual work. This is an extensive operation requiring investigation of wiring and circuits that extend from the pump and controller to all 130 zones.

Cost estimates are based on time and materials calculations and represent only the best approximation our Contractor can give.

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

If not funded, no irrigation of landscape can be accomplished and existing conditions will not improve but will continue to degrade.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-53110	Griffin Road Maintenance - irrigation system overhaul	\$43,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2017 Program Modification

### Rights of Way: Increased Level of Service

Department Name	Division Name	Fund	Priority	Fiscal Impact
Transportation	PROS	Transportation	1	\$15,435

#### **Justification and Description**

This request is for increased levels of maintenance services on Rights of Way including Griffin Road, the Dykes Road and Sheridan Street median and other Rights-of-Way maintained by the Town for increased frequency of mowing in order to improve the appearance based upon Council inquiries, Residents' concerns, and efficiency of operation.

The current level of service for mowing maintenance on Griffin Road and Dykes Road median at Sheridan Street is 24 times per year. This rate is lower than a minimum recommended maintenance level. Multiple complaints have been received regarding appearance of the roadways. The proposed level of service increases frequency to 28 times per year for Griffin Road mowing maintenance; an increase representing \$15,115; and to 28 times per year for Dykes Road median mowing maintenance, an increase representing \$320.

Per Council direction, fertilization and mulch applications to enhance the appearance of Rights-of-Way maintained by the Town are not funded. However, for informational purposes fertilization and mulch along Griffin Road are estimated at \$7,893; and 29,000 respectively. Fertilization and mulch along other Rights-of-Way are estimated at \$4,446 and 11,000, respectively.

	Griffin Road	Townwide/ROW	Total
Increased Mowing	\$ 15,115	\$ 320	\$15,435

Cost estimates were established using current contract rates.

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

Alternatives for lesser levels of service may be considered. If not funded, no improvement in the overall appearance of the areas can be achieved.

#### **Required Resources**

Line item	Title or Description of request	Cost
101-5100-541-53110	Road Materials-Griffin Road Maintenance Contractual Services, with increased LOS	\$15,115
101-5100-541-46010	Maintenance Service / Repair Contracts	\$320



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

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

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

Presently, this fund is comprised of a team of 35-40 independent, professional volunteer firefighters including a Fire Chief and Assistant Fire Chief (transferred from the SWR Volunteer Fire Department in FY 2017) who primarily provide additional Fire protection support to the entire Town and to lessen the burdens of government by protecting life and property against fire, disaster, natural catastrophe or other calamity in the Town of Southwest Ranches, Florida, and when, as and if requested, offering mutual aid and assistance to any surrounding municipality or other governmental entity.

## Volunteer Fire Fund Summary Fiscal Year 2017

### FY 2016 Estimated

Estimated Volunteer Fire Fund Revenue	145,411
Estimated Expenditures & Encumbrances	(141,291)
Estimated FY 2016 Excess of Revenue over Expenditures	<u>4,120</u>

### FY 2017 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2015	75,156
Estimated FY 2016 Excess of Revenue over Expenditures	4,120
Appropriated Restricted Fund Balance in FY 2016	<u>(19,000)</u>
Projected Restricted Fund Balance 9/30/2016	<u>60,276</u>
Appropriated Restricted Fund Balance in FY 2017	<u>-</u>
Projected Restricted Fund Balance 9/30/2017	<u>60,276</u>

### FY 2017 Budget Summary

#### Adopted Revenues

Non-Operating Revenues	154,914
Appropriated Restricted Fund Balance	-
<b>Total Revenues</b>	<b><u>154,914</u></b>

#### Adopted Expenditures

Personnel Costs	129,714
Operating Items	<u>25,200</u>
<b>Total Expenditures</b>	<b><u>154,914</u></b>

## Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
364-36400	Disposition of Assets	19,000	-	-	-	-
366-36610	Contributions/Donations-Private Sources	17,387	13,049	10,000	15,000	10,000
361-36117	Interest Earnings	109	116	-	120	-
381-38101	Transfer from General Fund	251,532	133,837	111,291	111,291	144,914
399-39900	Appropriated Fund Balance	-	-	19,000	19,000	-
<b>TOTAL</b>	<b>Non-Operating Revenue</b>	<b>288,028</b>	<b>147,002</b>	<b>140,291</b>	<b>145,411</b>	<b>154,914</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>288,028</b>	<b>147,002</b>	<b>140,291</b>	<b>145,411</b>	<b>154,914</b>

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

## Volunteer Fire Fund Expenditures

Line Item Prefix: 102-3200-522:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix Code	Object Description					
13100	Part-Time Salaries & Wages	-	63,339	82,350	82,350	112,125
21100	Payroll Taxes	-	4,846	6,300	6,300	8,578
24100	Workers Compensation	-	-	-	-	9,011
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>-</b>	<b>68,184</b>	<b>88,650</b>	<b>88,650</b>	<b>129,714</b>
34100	Other Contractual Services	222,740	39,850	-	-	-
45100	Property and Liability Insurance	28,792	26,793	22,641	22,641	15,200
48110	Promotional Activities	7,335	6,778	10,000	6,000	10,000
49100	Other Current Charges	5,230	3,499	-	5,000	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>264,097</b>	<b>76,920</b>	<b>32,641</b>	<b>33,641</b>	<b>25,200</b>
581-91201	Transfer to Debt Service Fund	-	-	19,000	19,000	-
99100	Contingency/Reserve	-	-	-	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>19,000</b>	<b>19,000</b>	<b>-</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>264,097</b>	<b>145,105</b>	<b>140,291</b>	<b>141,291</b>	<b>154,914</b>

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

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
48110	(\$4,000)	Lower than anticipated fund raising expenses
49110	\$5,000	Unexpected repairs of the Big Red (fund raising) truck

### Major Variance or Highlights of the Departmental Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
13100	\$29,775	Increase due to Volunteer Chiefs stipend payments transferred from GF
21100	\$2,278	Increase due to Volunteer Chiefs stipend payroll taxes transferred from GF
24100	\$9,011	Increase due to W/Comp Ins being segregated from Prop and Liab Ins
45100	(\$7,441)	Decrease due to W/Comp Ins being segregated from Prop and Liab Ins
49100	(\$5,000)	Repairs for Fund Raising trucks not anticipated



## Enterprise Fund

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

The enterprise fund for the Town is:

- 1) Solid Waste Collection

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



**FY 2016-2017**

2016 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted by: *Matthew Morris*



## Solid Waste Fund

The Town of Southwest Ranches, Florida contracts its solid waste (garbage) collection. The Town offers quality services at reasonable rates. No changes in total rates were adopted for FY 2017.

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.



2016 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted by: Fred Eaton

**FY 2016-2017**

## **Solid Waste Fund**

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

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

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 \$205,427 to reimburse (i.e. cost recovery) a portion of its overall personnel costs.

The current budget proposes no changes to the Solid Waste special assessment fees for each lot square footage tranche. Increases to Solid waste, recycling and bulk waste contractual formulas of the consumer price index as well as increases in operating expenses, and General Fund transfers for cost reimbursement were able to be offset by substantial decreases to the fuel index allowing for no changes to all tranches. It is important to note that since FY 13/14, Town staff continues to facilitate, assist and transition the change in the disposal and recycling contractors in the most ideal manner causing the least amount of impact to customers while attempting to increase the Town's recycling tonnage and processing waste in the most efficient and environmentally sound manner.

## Solid Waste Fund Summary Fiscal Year 2017

### FY 2016 Estimated

Estimated Solid Waste Fund Service Revenue	1,058,460
Estimated Expenditures & Encumbrances	(966,740)
Estimated FY 2016 Excess of Revenue over Expenditures	<u>91,720</u>

### Projected Unrestricted Net Position

Audited Unrestricted Net Position 9/30/2015	893,716
Estimated FY 2016 Excess of Revenue over Expenditures	91,720
Projected Unrestricted Net Position 9/30/2016	<u>985,436</u>
Appropriated Unrestricted Net Position in FY 2017	-
Projected Unrestricted Net Position 9/30/2017	<u>985,436</u>

### FY 2017 Budget Summary

<b>Adopted Revenues</b>	
Service Revenues	1,037,283
Interest Earnings	2,250
<b>Total Revenues</b>	<u><b>1,039,533</b></u>
 <b>Adopted Expenditures</b>	
Operating Items	806,581
Non-Operating Costs	232,952
<b>Total Expenditures</b>	<u><b>1,039,533</b></u>



## Solid Waste Fund Revenues

Line Item Prefix: 401-0000-:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
325-32524	Solid Waste Assessment	1,026,880	679,885	676,246	690,727	677,347
325-32525	Solid Waste Assessment - Delinquent	-	414	-	-	-
325-32526	Bulk Waste Assessment	-	348,689	347,903	356,233	348,936
325-32527	Bulk Waste Assessment - Delinquent	-	286	-	-	-
343-34340	Recycling Revenues	23,596	16,273	16,000	10,000	11,000
<b>TOTAL</b>	<b>Service Revenues</b>	<b>1,050,476</b>	<b>1,045,548</b>	<b>1,040,149</b>	<b>1,056,960</b>	<b>1,037,283</b>
369-36990	Other Miscellaneous Revenues	16,634	279,579	-	-	-
389-38910	Interest Earnings	476	1,498	750	1,500	2,250
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>17,110</b>	<b>281,078</b>	<b>750</b>	<b>1,500</b>	<b>2,250</b>
<b>TOTAL</b>	<b>SOLID WASTE</b>	<b>1,067,586</b>	<b>1,326,626</b>	<b>1,040,899</b>	<b>1,058,460</b>	<b>1,039,533</b>

## Solid Waste Fund Expenditures

Line Item Prefix: 401-4100-534:		FY 2014 Actual	FY 2015 Actual	FY 2016 Current Budget	FY 2016 Projected	FY 2017 Adopted
Suffix Code	Object Description					
31010	Professional Services	2,007	1,825	4,000	4,000	4,000
34200	Recycling Expense	48,548	49,884	50,922	50,617	50,470
34202	Solid Waste Collection Expense	265,717	277,953	291,198	289,369	287,527
34203	Solid Waste Disposal Expense	159,429	162,217	187,755	164,352	187,656
34205	Bulk Waste Collection Expense	104,244	107,191	109,466	108,552	107,976
34206	Bulk Waste Disposal Expense	155,823	161,486	163,132	162,522	163,952
49100	Other Current Charges	45,997	1,124	5,000	1,500	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>781,765</b>	<b>761,681</b>	<b>811,473</b>	<b>780,912</b>	<b>806,581</b>
581-91001	Transfer to General Fund		168,833	185,828	185,828	205,427
99100	Contingency	-	-	43,598	-	27,525
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>168,833</b>	<b>229,426</b>	<b>185,828</b>	<b>232,952</b>
<b>TOTAL</b>	<b>SOLID WASTE FUND</b>	<b>781,765</b>	<b>930,514</b>	<b>1,040,899</b>	<b>966,740</b>	<b>1,039,533</b>

### Major Variance from Current Budget FY 2016 to Projected FY 2016

Code	Amount	Explanation
34203	(\$23,403)	Lower than anticipated solid waste disposal costs

### Major Variance or Highlights of the Fund Budget - FY 2016 Projected to FY 2017 Adopted

Code	Amount	Explanation
34203	\$23,304	Increase pursuant to existing solid waste disposal methodology
91001	\$19,599	Increase in departmental cost allocation to General Fund

**Town of Southwest Ranches**  
**Adopted FY 2016/2017**  
**Solid Waste Assessment Worksheet**

**Sources:**

LGL/SWS Contract  
 Broward County Property Appraiser  
 Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Adopted FY 16/17
% Allocation Direct Expenses Only	66%	34%	

**Direct Expenses:**

Solid Waste Collection	\$ 287,527	\$ -	\$ 287,527
Recycling Collection	\$ 50,470	\$ -	\$ 50,470
Bulk Waste Collection	\$ -	\$ 107,976	\$ 107,976
Solid Waste Disposal	\$ 187,657	\$ -	\$ 187,657
Bulk Waste Disposal	\$ -	\$ 163,952	\$ 163,952
<b>Sub-Total</b>	<b>\$ 525,654</b>	<b>\$ 271,928</b>	<b>\$ 797,582</b>

**Other Expenses**

Statutory Discount	\$ 43,546
Collections Cost	\$ 42,092
Townwide Personnel/Contractual Costs	\$ 205,427
Net Assets Available for Rate Stabilization	\$ 14,275
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,102,922</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 16/17	Total Assessed Rates FY 15/16	Difference: Increase (Decrease)
A	- 41,200	406	284.39	105.26	389.65	389.65	-
B	41,201 46,999	421	284.39	125.06	409.45	409.45	-
C	47,000 62,999	411	284.39	148.91	433.30	433.30	-
D	63,000 95,999	444	284.39	161.45	445.84	445.84	-
E	96,000 106,999	452	284.39	184.95	469.34	469.34	-
F	107,000 >107,000	422	284.39	225.62	510.01	510.01	-

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2017 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	
Legislature	\$ 68,975	87%	\$ 60,008	5%	\$ 3,449	8%	\$ 5,518	
Attorney	\$ 522,500	87%	\$ 454,575	5%	\$ 26,125	8%	\$ 41,800	
Executive	\$ 416,472	70%	\$ 291,530	15%	\$ 62,471	15%	\$ 62,471	
Finance	\$ 367,066	70%	\$ 256,946	15%	\$ 55,060	15%	\$ 55,060	
Clerk	\$ 173,432	90%	\$ 156,089	3%	\$ 5,203	7%	\$ 12,140	
Public Works	\$ 220,122	99%	\$ 217,921	0%	\$ -	1%	\$ 2,201	
Code Enforce.	\$ 132,800	52%	\$ 69,056	40%	\$ 53,120	8%	\$ 10,624	
PROS	\$ 100,521	100%	\$ 100,521	0%	\$ -	0%	\$ -	
<b>Totals</b>	<b>\$ 2,001,888</b>		<b>\$ 1,606,647</b>		<b>\$ 205,427</b>		<b>\$ 189,814</b>	

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



## Appendix

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

The two components contained here are:

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



2016 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Tracey Egert*

**FY 2016-2017**

## 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: General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds.

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

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

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

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

### FUND 001 - GENERAL FUND

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

## FUND DESCRIPTIONS

### **FUND 101 – TRANSPORTATION FUND**

The Transportation Fund is a type of special revenue fund. The revenues received for that fund have specific limitations on their use. This fund is used to account for the portions of gas tax and transportation revenues (including a dedicated portion of the Towns Ad Valorem millage that comprises the Transportation surface and drainage ongoing rehabilitation project (known as TSDOR), which is 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 Advisory Board.

### **FUND 201 – DEBT SERVICE FUND**

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

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

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

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

## PROPRIETARY FUND TYPES

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

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

## FUND DESCRIPTIONS

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

The Solid Waste Collection Fund is a type of enterprise fund. The Town through an Independent Contractor provides solid waste 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 primarily operates under the management of the Executive Department with the assistance of the Code Enforcement & Zoning Department.

## FIDUCIARY FUND TYPES

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



## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

## GLOSSARY

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

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

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

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

## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

**GAAP:** This acronym stands for Generally Accepted Accounting Principles. It is a set of

## GLOSSARY

uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

**Reserve:** An account used either to set aside budgeted revenues that are not required

## GLOSSARY

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 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

## GLOSSARY

encumbered. It is essentially the amount of money still available for future purposes.

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

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

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

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





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