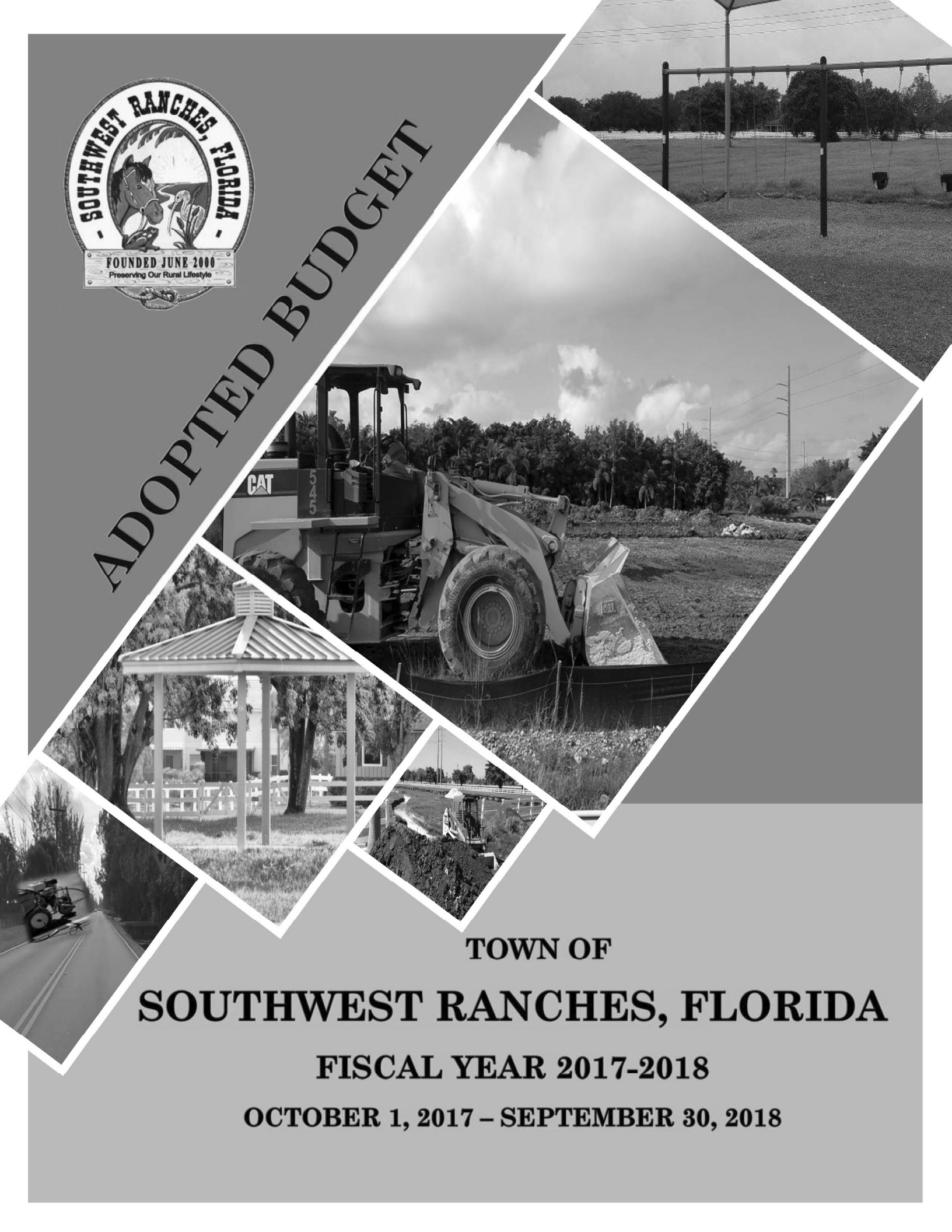




# ADOPTED BUDGET



## TOWN OF SOUTHWEST RANCHES, FLORIDA

**FISCAL YEAR 2017-2018**

**OCTOBER 1, 2017 – SEPTEMBER 30, 2018**

**TOWN OF SOUTHWEST RANCHES, FLORIDA**  
**ADOPTED BUDGET**  
**Fiscal Year 2017-2018**



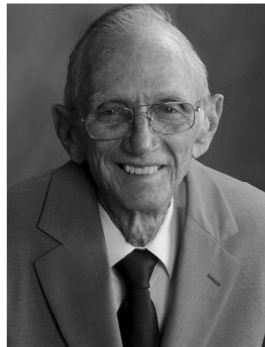
**TOWN COUNCIL**



Mayor  
Doug McKay



Vice Mayor  
Steve Breitkreuz



Councilmember  
Freddy Fisikelli



Councilmember  
Gary Jablonski



Councilmember  
Denise Schroeder





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

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

---

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 2017—2018

## 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.



2017 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest  
Submitted by: George Ringger

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## Budget Overview



2017 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted by: *Rebecca Baez*

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

**FY 2017-2018**





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

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

*Town Council*

**Doug McKay, Mayor**

**Steve Breitzkreuz, Vice Mayor**

**Freddy Fisikelli, Council Member**

**Gary Jablonski, Council Member**

**Denise Schroeder, 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**

October 1, 2017

## **FY 2018 Adopted Budget Transmittal Letter**

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

The average taxable value for homes in the Town of Southwest Ranches is notably higher than the average for the Greater Fort Lauderdale Area CMSA (Consolidated Metropolitan Statistical Area). A CMSA is an area with continuous development and a population of greater than 5 million. Much of the reason that the Town of Southwest Ranches and a few other municipalities on the western edge of the CMSA have higher valuations is due to a deliberate and successful effort by municipal leadership to plan and control a rural feel in a densely urban area. This strategy of remaining a unique, "Preserving our Rural Lifestyle" environment and controlling expenses, has resulted in a generally stable tax rate while allowing for necessary improvements.

The information contained in this document represents the results of several months (February through September) of policy and spending development between the Mayor and 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, 2017 through September 30, 2018). It makes quality of life improvements in an incremental fashion, curtailing current year expenditures while allowing for progress. 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 adopted budget funds progress on some capital projects while not increasing the overall (combined) millage rate for anyone.

Two components comprise the amount of taxes that a property owner is charged (levied). These are: 1) taxable value – determined by the Broward County Property Appraiser's Office (BCPA) and 2) the millage rate – determined by the Town of Southwest Ranches and other taxing authorities. The result of several months of deliberation, identified above, is that the Town millage rate will not change from last year. Any increase to an

individual property owner's total tax level (bill) is therefore a result of increases to the taxable value of the property (set by the BCPA). To be fair, it should be noted that increases to the taxable value are generally a result of increased market values. Increases in market value (sales prices) are a result of international and national circumstances, but also a result of local management. Good local management makes properties more or less desirable (i.e. location, location, location).

The Town of Southwest Ranches' FY 2018 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 2018 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 2018 budget year (October 1, 2017 – September 30, 2018).

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

The aggregate value (the value of all properties within the Town combined) increased with the January 2017 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 other capital projects and program modifications. Together these elements increase services to the community and invest in maintenance and improvement projects.

The forecasted expenditure increases acknowledged in prior year budgets have come to the forefront. For many years the Town has benefitted from below market rates for some of its services as a result of solid negotiation tactics. Now, however, those negotiated agreements have reached the end of their terms (expired) and new attempts to negotiate for similar or better services have resulted in an increase to basic local governmental services.

The total millage first proposed by staff was 4.7605 mills for operations, quality of life improvements and TSDOR. As a result of the Mayor and Town Council budget workshop of August 2017, the aggregate proposed millage rate was revised and reduced to the current year (FY 17) rate of 4.4629 mills. Consequently, an average property in Broward County (taxable at \$250,000) would have the same rate applied as the prior year, but would have a total levy increase of approximately \$66 yearly or \$5.50 monthly (vs. \$141 yearly or \$11.75 monthly as originally proposed).

The modifications to accomplish this \$6.25 monthly reduction (\$11.75-\$5.50) include: 1) reducing improvements to Town Hall, 2) eliminating funding to rehabilitate Sunshine Ranches Equestrian Park playground, 3) reduced funding to Country Estates Park

Perimeter Fencing, 4) reduced funding for pavement stripping and markers, 5) reductions to the TSDOR Project, 6) elimination for State Comprehensive Plan updating, 7) reduction of funding for Information Technology Replacement, 8) elimination of funding for Town Hall complex exterior painting and restoration, 9) inclusion of a townwide vehicle replacement, and 9) an increase to emergency contingency funds of \$14,979. All other Capital Improvement Projects and Program Modifications for FY 18 were adopted by the Town Council as recommended in the FY 2018 Proposed Budget Book.

Modifications to the millage rate and funding level is presented by the following chart. Through the process of checks and balances between administrative proposals and final adoption, several changes to community priority funding were accomplished. This process ensured that all and only those items which are priorities are balanced with the interest of not over-burdening taxpayers. While a super-majority (4 of 5 Council Members was required), the Town of Southwest Ranches' millage rate remains the seventh (7<sup>th</sup>) smallest of all thirty-one (31) Broward County municipal services rates.

DE S C R I P T I O N	PROPOSED	REVISED	incr. / (decr.)	MILLAGE IMPACT Incr. / (decr.)	ADJUSTED MILLAGE (Operating + TSDOR)	FY 2018 levy increase on \$250,000 taxable value
<b>FY 2017-2018 Original Proposed Rate (Town of SWR Operating 4.3801 + TSDOR .3804 Rates) Maximum Super Majority Rate</b>					<b>4.7605</b>	<b>\$141</b>
1 Anticipated AFG Grant Revenue Proceeds - Correction	\$0	(\$128,641)	(\$128,641)	(0.0989)	4.6616	\$116
<b>CAPITAL IMPROVEMENT PROJECTS</b>						
2 TH Complex Safety, Lightning, Drainage Improve. <small>(retain \$7,500 Lightning components as part of CP committed fund balance)</small>	\$98,425	\$0	(\$98,425)	(0.0756)	4.5860	\$97
3 Sunshine Ranches Equestrian Park Playground Rehab	\$25,700	\$0	(\$25,700)	(0.0197)	4.5663	\$92
4 Country Estates Park Perimeter Fencing Improvement	\$27,700	\$10,700	(\$17,000)	(0.0131)	4.5532	\$89
5 Pavement Stripping and Markers	\$50,000	\$20,000	(\$30,000)	(0.0231)	4.5302	\$83
6 TSDOR	\$495,300	\$470,000	(\$25,000)	(0.0192)	4.5109	\$78
<b>PROGRAM MODIFICATIONS</b>						
7 Comprehensive Plan Update	\$10,300	\$0	(\$10,000)	(0.0077)	4.5033	\$77
8 PROS Playground Equipment Maintenance Services	\$36,000	\$18,000	(\$18,000)	(0.0138)	4.4894	\$73
9 Information Technology Replacement Program	\$23,500	\$11,500	(\$12,000)	(0.0092)	4.4802	\$71
10 Town Hall Complex Exterior Painting	\$17,500	\$0	(\$17,500)	(0.0134)	4.4668	\$67
11 Townwide Vehicle Replacement (previously not funded)	\$0	\$30,000	\$30,000	0.0231	4.4898	\$73
12 Stormwater Master Plan	\$50,000	\$0	(\$50,000)	(0.0384)	4.4514	\$64
13 Addition to FY 2018 Contingency(001-3900-519-99100)	\$1,206	\$16,185	\$14,979	0.0115	4.4629	\$66
<b>FY 2017-2018 Revised Proposed Rate (Town of SWR Operating 4.1017 + TSDOR .3612 Rates) which also equals the FY 2016-2017 combined Adopted Rate</b>					<b>4.4629</b>	<b>\$66</b>
<b>TOTALS</b>	<b>\$835,331</b>	<b>\$447,744</b>	<b>(\$387,287)</b>	<b>(0.2976)</b>		

### **Adopted Service Rates Summary**

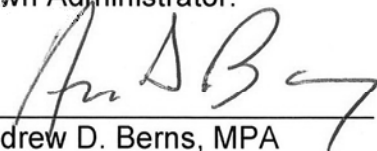
After modest increases in Fire Assessment rates in FY 2017, the FY 2018 rates recommended in the FY 2018 Proposed budget were adopted as were the Solid Waste Assessment recommendations.

### **Summary Comments**

In summary, the most significant change in the Town of Southwest Ranches Adopted FY 2018 Budget compared to the FY 2018 Proposed Budget was the elimination or reduction of funding in several capital projects or program modifications. Fundamental municipal government operations remain unchanged while acknowledging that the costs to the Town and (as pass-through fees) to residents of the Town have increased as a result of market costs beyond the Town's control. At the same time, the Town Council has ensured that total Town millage rate have remained unchanged.


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 while achieving quality of life improvements.

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*  
**Doug McKay, Mayor**  
**Steve Breitreuz, Vice Mayor**  
**Freddy Fisikelli, Council Member**  
**Gary Jablonski, Council Member**  
**Denise "Dee" Schroeder, Council Member**

*Town Administration*  
**Andrew D. Berns, MPA, Town Administrator**  
**Russell C. Muniz, MBA, MPA, MMC, Assistant Town Administrator/Town Clerk**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Martin D. Sherwood, CPA, CGMA, CGFO, Town Financial Administrator**

July 14, 2017

### **FY 2018 Proposed Budget Transmittal Letter**

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

It is our pleasure to provide you with Administration's Fiscal Year 2017/2018 Proposed Budget. As always, your Administration seeks to meet Council policy goals with the greatest possible equity of resources. This means ensuring sufficient resources to meet Council policy objectives while not unnecessarily burdening taxpayers. Due in large part to the successful negotiations of past contracts to meet these dual objectives, the Town has experienced extremely favorable service costs, even service fee reductions over the past several years.

The negotiated agreements that allowed for significantly lower rates have reached the end of their terms for Public Safety Services (Police and Fire) and Solid Waste Services (Household Garbage, Solid Waste, and Recycling). The proposed budget recognizes that these inaugural contracted rates will return to competitive market parity for FY 2018 based on their experience and historical data, then discusses the impact of those rate changes in the associated fund descriptions.

This summary budget is presented according to best practices published by the Government Finance Officers' Association (GFOA) and promotes information sharing and accountability. What each department is responsible for is detailed in the departmental descriptions. Prior years departmental spending is represented through historical data. Future years financing requirements are addressed in the 5-Year Capital Improvement Plan (5-Year CIP). Proposed changes / modifications to existing ways of serving residents are disclosed in "program modification" pages. The availability and utilization of Fund Balance (reserve) dollars are disclosed. The objectives of each department in the promotion of Town Council policies for the coming fiscal year are also identified. Anticipated future needs and desires of our professional departmental leaders and town advisory boards are also represented.

References to fiscal years (such as FY 2018) are shorthand for the year ending September 30, 2018. Fiscal Year 2018, for example, may also be represented as FY 2018, FY 17/18, or FY 18. Wherever standardization is possible, it has been utilized.

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

The primary issue related to millage funding needs for FY 2017/2018 is the renegotiated Public Safety contract with the Town of Davie. Of the nearly \$650,000 increase in this contract, \$258,223 is millage funded for Police Services; the balance is funded through a combination of the general fund and fire assessment. The \$258,223 is equivalent to approximately 0.1984 mills for FY 2018. Other significant items affecting the millage rate included the continued funding of the comprehensive Transportation Surface Drainage Ongoing Rehabilitation (TSDOR) Project and other capital improvement projects. The proposed TSDOR millage equivalent is 0.3804 for FY 2018.

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

The Broward County Property Appraiser (BCPA) has certified a total estimated taxable value for real and personal property of \$1,369,860,300 for the Town of Southwest Ranches. This marks an increase in valuation of 7.66%. These increases in property value are due, at least in part, to the Town Council policy and Town management in addition to an improving housing market. With the current gross valuation for one mill (1.000) at \$1,369,860 (\$1,369,860,300/1000). A simple calculation puts the net anticipated receipts per mill at \$1,301,367 (net mill @ .95% pursuant to Florida Statutes).

While the 7.66% in aggregate property valuations may seem significant, a word may be said about what this means in real dollars. The BCPA's reported "Net New Taxable Value" in real dollars is \$16,977,290. This figure divided by 1000 (to establish the gross millage) and netted (at 95% of gross millage) is equivalent to a total levy increase of \$16,128 per mill. The total revenue increase resulting solely from the net new taxable valuation increase (calculated at FY 2017 millage rate) would be only \$71,978. In short, application of the FY 17 millage rate (4.4629 mills) to the FY 18 market cost rise for Police Services alone (\$258,223), would leave a deficit of over 72% for this essential service alone.

The proposed millage (4.7605 mills) is considered an increase of 13.42% and requires a super-majority vote (4 out of 5 Council members) to maintain the proposed services. The rate adjustment amount is approximately \$141 for each \$250,000 in Town taxable value. This rate, plus General Fund unassigned fund balance appropriations of \$148,425 (net), continues to fund general government operations, TSDOR (\$495,000), and other capital improvement projects.

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

The impact of the Town's Public Services agreement returning to market rates is not limited to the millage. The fire suppression, education, and prevention services resulting from numerous contacts and negotiations resulted in a new interlocal agreement with the



Town of Davie (Davie) for Public Safety Services - Fire. The total impact to the overall Davie fire component is \$391,379 which includes an annual \$50,000 provision for a future Town fire vehicle. The total expenditure increases directly for fire assessment purposes are \$297,364 and this includes mostly all capital improvements and program modifications for the Town of Southwest Ranches Volunteer Fire Services.

These differences speak to two things: 1) management and staff are budgeting conservatively and 2) an increase to the fire assessment is needed to fund the recent market value contract. The proposed increases are apportioned according to rules of equity established by the State of Florida and present fire study methodology and are as follows: 1) residential = \$70.36 per dwelling unit, 2) Commercial = 10 cents per square foot, 3) Industrial/Warehouse = 28 cents per square foot, 4) Institutional = 4 cents per square foot, and 5) Vacant/Agricultural = \$12.72 per acre.

### ***Solid Waste Assessment Rates:***

Since FY 2013, the Town of Southwest Ranches has benefitted from a five-year contract negotiated for solid waste and recycling collections. From FY 2013 through 2017, the Town has seen an overall decrease of approximately 35% to community member collection costs. FY 2013 – FY 2015 was a decrease to residents of 37%. FY 2016 was an increase of approximately 2% and in FY 2017 rates were held flat.

This reduction resulted from the negotiation of a contract which has now expired. Staff estimates that the negotiation resulted in a loss of at least \$100,000 annually for the vendor. Consequently, the vendor was anxious to terminate the agreement at the end of the contract term. Alternative to losing solid waste collection services or continuing to place the burden on the vendor, a competitive bid process was initiated.

While assessment rates in the Town of Southwest Ranches were decreasing approximately 35% over the past several years, other solid waste customers were experiencing rate increases. Even the most competitive solid waste service providers seek (under the new competitive process) to not continue the decreases the Town has enjoyed, but also to capture the increases the Town avoided. Ultimately, the Town's new service contract calls for increases of approximately 73% (\$1,380,865 vs. \$797,582)).

We all continue to keep an eye toward balancing burdens while developing effective and desirable services. Therefore, we are recommending a general increase below market utilizing unrestricted Solid Waste fund net assets of \$300,894 resulting in an approximate 25% net increase "smoothed" across all collection parcel sizes. The residential assessment rate for up to 41,200 in lot square footage would increase from \$389.65 to \$455.54 (approximately 17%) while the assessment rate for more than 106,999 of lot square footage would increase from \$510.01 to \$683.60 (approximately 34%) in FY 2018. Future year increases seem probable to obtain then remain a fully user based funded operation.

**Summary:**

<b>Cost Name</b>	<b>FY 17/18 Proposed Budget Change</b>
Ad valorem (Property Tax) Rate: 4.3801 GF Operating rate + 0.3804 TSDOR = 4.7605 mills	.2976 mills increase. Representing GF Operating = \$141 + TSDOR = \$0 totaling \$141 increase on \$250,000 of taxable value.
Fire Assessment Rate(s)	\$70.36 increase per residential dwelling unit.
Solid Waste Assessment Rate(s)	Significant recovery toward market rates anticipated. 17% - 34% increase depending on parcel lot size square footage

**General Fund**

The proposed funding method relies upon an increase to the recurring operating millage to cover shortfalls of funding for both basic and essential services (primarily Police and Fire Rescue protection). It also reflects best practices decisions concerning contracting for services. The lowest priced responsible bidder for all Public Safety Services was the Town of Davie. The proposed millage increase funds this essential public service and continues to fund on-going capital improvement projects like the Transportation Surface and On-going Rehabilitation Project (TSDOR). Additional funding transfers partially with the use of \$98,425 in unassigned General Fund Fund Balance for capital improvement projects include: 1) Country Estates Park Perimeter Fencing Improvement, 2) Sunshine Ranches Equestrian Park Playground Rehabilitation, 3) PROS Entranceway Signage, and 4) Pavement Striping and Markers, 5) Town Hall Complex Safety, Lightning & Drainage Improvement. Funding from unassigned General Fund Fund Balance is also proposed for the Stormwater Master Plan program modification (\$50,000). Ultimately, the unassigned General Fund Fund balance after all proposed funding, is expected to remain slightly over 20% which is in excess of the 15% - 18% recommended by the Governmental Finance Officers Association (GFOA).

**Capital Improvements**

While the total ad valorem revenues dedicated through the General Fund to Capital Improvement Projects remains relatively small, the Town continues to show its commitments through this Proposed FY 2018 budget. Residents, business people, and visitors will have their experience of the Town improved through the funding of numerous life-style and infrastructure enhancements. This proposed budget funds twelve priority projects at just over \$2.4 million dollars (\$2,447,725), all of which are Town Council and resident priorities. Three of which are funded in whole or part through grant funding.

The following table provides information on the projects that this Proposed FY 2018 budget funds.

### Funded FY 2017/2018 Capital Improvement Project Requests

Department	Project Name	Total FY 2018 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 30,000</b>
Public Safety - Fire Admin	Public Safety-Fire Rescue Modular Facilities	\$ 216,315
Townwide	Town Hall Complex Safety, Lightning & Drainage Improvements	\$ 127,500
Parks and Open Space	Frontier Trails Conservation Area*	\$ 100,000
Parks and Open Space	Calusa Corners Park*	\$ 50,000
Parks and Open Space	Country Estates Park	\$ 27,700
Parks and Open Space	Sunshine Ranches Equestrian Park Playground Rehabilitation	\$ 25,700
Parks and Open Space	PROS Entranceway Signage	\$ 15,000
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 562,215</b>
Transportation	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	\$ 990,000
Transportation	Drainage Improvement Projects*	\$ 805,510
Transportation	Pavement Striping and Markers	\$ 50,000
Transportation	Guardrails Installation Project	\$ 10,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 1,855,510</b>
<b>All Funds</b>	<b>Total</b>	<b>\$2,447,725</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.

An additional three (3) are not funded in the proposed budget for FY 2018 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 this document.

### **Not Funded FY 2017/2018 Capital Improvement Project Requests\*\***

<b>Department</b>	<b>Project Name</b>	<b>Total FY 2018 Project Amount</b>
Parks and Open Space	Southwest Meadows Sanctuary Park	\$ 211,095
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 211,095</b>
Transportation	SW 210 Terrace Roadway Improvement	\$ 150,000
Transportation	Townwide Entranceway Signage	\$ 15,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 165,000</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 376,095</b>

**\*\*Note:** The above Not Funded does not include an anticipated expenditure of approximately \$422k for Street Lighting in FY's 19-21 or \$5.4 million in FY 21/22 for a Public Safety Facility. Narrative explanation for this project is provided among the Not Funded Capital Improvement Projects.

### **Program Modifications**

Although the Proposed FY 2017/2018 budget does not include funding for five program modifications it does include funding for eleven program modifications all established as concerns and/or priorities and therefore detailed within this document. Program modifications differ from Capital Improvement Projects generally in that they do not necessarily create new long term assets for the Town and represent changes to service delivery, the organization, or organizational management which are within the Town Manager's discretion, but are nevertheless significant enough to bring to the attention of the Town Council.

One of the eleven proposed funded program modifications represent continuations of a replacement programs for Volunteer Fire Services. This includes Bunker Gear Replacement, which is now considered a recurring program. Perhaps this will be no longer worthy of highlighting as a program modification in future years.

New or modified proposed funded items related to Volunteer Fire Services include: 1) Volunteer Fire Officer Car Replacement (\$38,447). This item replaces a 17-year old vehicle with approximately 170,000 miles on it. 2) Master Stream Deck Hose Gun

Replacement (\$4,296). This item replaces an aged hose gun transferred from old Engine #82. 3) Communication Equipment replacement (\$74,188) essential to obtain compatibility with changing TDMA technology. 4) Self-contained breathing apparatus (SCBA) replacement (\$77,929 (net) after an anticipated grant award) which is essential for life, health and safety.

Two more funded items relate to improving the appearance of the “seat” of government within the Town of Southwest Ranches. Like selling a home, people may not notice the extra work and improvements that has gone into a premise, but they do seem to notice signs of neglect. Program modifications are funded related to the upkeep of the appearance of the Town Hall Complex. These are: 1) Town Hall Council Chambers Flooring Replacement (\$15,000). This item replaces flooring in the primary room that represents Town government for most residents. The tile is worn and mismatched and 2) Town Hall Exterior Painting Project (\$17,500). This item provides for: a) unifying the appearance of the exterior of the building (covering patch work), b) improving the brightness and appearance of Town Hall and c) improving the exterior wall protection through an updated coat of latex.

Other program modifications funded in the proposed budget include: 1) Parks, Recreation and Outdoor Space’s (PROS’s) Playground Equipment Maintenance Services (\$36,000 annually). This request is for approval of a new annual contract for monthly playground inspection and minor repair and maintenance services for parks currently in use with playgrounds or user-based amenities at \$750 per month per facility. 2) Information Technology Replacement Program (\$23,500) which seeks to acquire and/or replace key technology elements.

The final two funded program modifications include longer-term master planning for infrastructure and development purposes. These are: 1) The Stormwater Master Plan (\$50,000 funded using unassigned General Fund Balance) which identifies flooding issues and remediation plans including likely costs, schedule, and all other related concerns related to flooding and 2) a Comprehensive Plan Update: Data, Inventory & Analysis (\$20,000 in total; \$10,000 for FY 2018). This plan comes as a priority of the Comprehensive Plan Advisory Board as it is passed due and a requirement for compliance with certain State of Florida and other grantor requirements.

### **Summary Comments**

We look forward to continuing discussion about the appropriate balance between market force required increases and Town Council priorities. We encourage an on-going conversation and continue to treasure the confidence placed in your professional administrators.

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 Adopted Budget Calendar for FY 2017-2018

Tuesday, February 7, 2017	Town Financial Administrator meets with Town Administrator for General Direction
Tuesday, February 14, 2017	Budget Kick-Off with Department Heads and Staff/Advisory Bd Liaisons
Thursday, February 23, 2017	Memo to Town Council- Proposed Budget Calendar for FY 2017-2018 presented at regular Council meeting
March 9th to May 19th, 2017	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Friday, March 10, 2017	Department Descriptions, Accomplishments, Goals and Objectives Due from Department Heads
Friday, March 17, 2017	Departmental and Advisory Boards Capital Improvement (> \$24,999) and Program Modification Requests Due
Friday, March 24, 2017	Departmental and Advisory Boards operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Friday, March 31, 2017	Department Revenue Estimates Due from Department Heads
Wednesday, April 5, 2017	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 6, 2017	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 7, 2017	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, May 19, 2017	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Monday, May 22, 2017 to ongoing	Draft Proposed FY 2017-2018 Departmental Sectional worksheets Distributed
Thursday, June 1, 2017	Estimated Tax roll information available from Property Appraiser
Monday, June 5, 2017	Comments/Corrections Due on Draft-Administrators/Attorney/Departments
Saturday, July 1, 2017	Certified Taxable Values Received from Property Appraiser
Friday, July 14, 2017	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 27, 2017	Preliminary Millage Rate and Initial FY 2017-2018 Fire Protection and Solid Waste (SW) special assessment Adoption at July Regular Council Meeting (all via resolutions)
Tuesday, August 1, 2017	First Budget Hearing for Broward County School Board
Friday, August 4, 2017	Deadline to send the Preliminary Millage Rate and Initial FY 2017-2018 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, August 22, 2017	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
On or prior to August 24, 2017	Town advertises its non-ad valorem Special Assessments. Advertisement must run at least 20 days prior to final public hearing for assessment adoption
On or prior to August 24, 2017	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
Thursday, August 24, 2017	August regular Council Meeting
Tuesday, September 12, 2017	Second Budget Hearing for Broward County School Board
Wednesday, September 13, 2017	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2017-2018 (via ordinances). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 6:00PM. September Regular Council meeting @ 7:30PM
Thursday, September 14, 2017	First Budget Hearing for Broward County Government
Friday, September 15, 2017	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 19, 2017	Deadline for Newspaper advertisement submission
Saturday, September 23, 2017	First Date: advertisement can run for second public hearing
Tuesday, September 26, 2017	Last Date: advertisement can run for second public hearing
Tuesday, September 26, 2017	Second Budget Hearing for Broward County Government
Thursday, September 28, 2017	Second Public Hearing for Final Millage and Budget Adoption (via ordinances) @ 6:00 PM. September Regular Council meeting @ 7:00PM



**Fiscal Year 2018 Millage Maximums and Related Information  
(Based on Certified Assessment Information)**

<b>Millage Name</b>	<b>Votes Required</b>	<b>Maximum Millage</b>	<b>Total Resulting Net Revenues</b>	<b>Net Revenue Change (from proposed funding level)</b>	<b>FY 2018 levy increase on \$250,000 taxable value</b>
Current Year Roll-Back Rate	3	4.1972	\$5,462,099	(\$733,060)	\$0
Maximum Majority Vote	3	4.3277	\$5,631,927	(\$563,232)	\$33
FY 2016-2017 Adopted Rate (Town of SWR Operating 4.0579 + TSDOR .4050 Rates)	4	4.4629	\$5,807,872	(\$387,287)	\$66
FY 2017-2018 Adopted Rate (Town of SWR Operating 4.1017 + TSDOR .3612 Rates)	4	4.4629	\$5,807,872	(\$387,287)	\$66
FY 2017-2018 Proposed Rate (Town of SWR Operating 4.3801 + TSDOR .3804 Rates) Maximum Super Majority Rate	4	4.7605	\$6,195,159	\$0	\$141
Unanimous	5	10.0000	\$13,013,673	\$6,818,514	\$1,451

## Funded FY 2017/2018 Capital Improvement Project Requests

Department	Project Name	Total FY 2018 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
<b>General Fund Total</b>	<b>Total</b>	<b>\$ 30,000</b>
Public Safety - Fire Admin	Public Safety-Fire Rescue Modular Facilities	\$ 216,315
Townwide	Town Hall Complex Safety, Lightning & Drainage Improvements	\$ 12,500
Parks and Open Space	Frontier Trails Conservation Area*	\$ 100,000
Parks and Open Space	Calusa Corners Park*	\$ 50,000
Parks and Open Space	PROS Entranceway Signage	\$ 15,000
Parks and Open Space	Country Estates Park	\$ 10,700
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 404,515</b>
Transportation	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	\$ 965,000
Transportation	Drainage Improvement Projects*	\$ 805,510
Transportation	Pavement Striping and Markers	\$ 20,000
Transportation	Guardrails Installation Project	\$ 10,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 1,800,510</b>
<b>All Funds</b>	<b>Total</b>	<b>\$2,235,025</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 2017/2018 Capital Improvement Project Requests\*\*

Department	Project Name	Total FY 2018 Project Amount
Parks and Open Space	Southwest Meadows Sanctuary Park	\$ 211,095
Parks and Open Space	Sunshine Ranches Equestrian Park Playground Rehabilitation	\$ 25,700
<b>Capital Projects Fund Total</b>	<b>Total</b>	<b>\$ 236,795</b>
Transportation	SW 210 Terrace Roadway Improvement	\$ 150,000
Transportation	Townwide Entranceway Signage	\$ 15,000
<b>Transportation Fund Total</b>	<b>Total</b>	<b>\$ 165,000</b>
<b>All Funds</b>	<b>Total</b>	<b>\$ 401,795</b>

\*\*Note: The above Not Funded does not include an anticipated expenditure of approximately \$422k for Street Lighting in FY's 19-21 or \$5.4 million in FY 21/22 for a Public Safety Facility. Narrative explanation for this project is provided among the Not Funded Capital Improvement Projects.

**Five Year Capital Improvement Plan  
All Funds Project Expenditure Summary FY 2018 - FY 2022**

Department Name	Project Name	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		Total
Public Safety/ General Fund & Capital Projects Fund	Fire Wells Replacement and Installation	30,000	FA	30,000	FA	30,000	FA	30,000	FA	30,000	FA	150,000
	Fire Rescue Modular Facilities	216,315	CIP-FB, GF-Tfr	-		-		-		-		216,315
	Emergency Operations Center	-		-		-		-		5,400,000	NF	5,400,000
Townwide/Capital Projects Fund	Town Hall Complex Safety, Lightning and Drainage Improvements	12,500	CIP-FB	115,000	GF Tfr, CIP-FB	-		-		-		127,500
Parks, Recreation & Open Space/ Capital Projects Fund	Frontier Trails Conservation Area	100,000	G, CIP-FB	100,000	NF	223,500	NF	689,850	NF	941,500	NF	1,954,850
	Calusa Corners Park	50,000	G	298,000	NF	503,225	NF	195,500	NF	211,000	NF	1,255,725
	PROS Entranceway Signage	15,000	GF Tfr	15,000	GF Tfr	15,000	GF Tfr	15,000	GF Tfr	15,000	GF Tfr	75,000
	Country Estates Park Perimeter Fencing Improvement	10,700	GF Tfr	45,353	NF	25,553	NF	10,178	NF	29,378	NF	121,162
	Southwest Meadows Sanctuary Park	211,095	NF	518,408	NF	518,408	NF	518,408	NF	518,408	NF	2,284,719
	Sunshine Ranches Equestrian Park Playground Rehabilitation	25,700	NF	-		-		-		-		25,700
Public Works/ Engineering/ Transportation Fund	Transportation Surface Drainage & Ongoing Rehab (TSDOR)	985,000	TFB, GF Tfr (mil=3612)	495,000	GF Tfr (mil=TBD)	495,000	GF Tfr (mil=TBD)	495,000	GF Tfr (mil=TBD)	495,000	GF Tfr (mil=TBD)	2,965,000
	Drainage Improvement Projects	805,510	G, GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	1,205,510
	Pavement Striping and Markers	20,000	GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	220,000
	Guardrails Installation Project	10,000	TFB	100,000	NF	100,000	NF	100,000	NF	100,000	NF	410,000
	SW 210 Terrace Roadway Improvement	150,000	NF	95,000	NF	704,500	NF	704,500	NF	-		1,654,000
	Townwide Entranceway Signage	15,000	NF	15,000	NF	15,000	NF	15,000	NF	15,000	NF	75,000
	Street Lighting	-		25,000	TFB	201,000	NF	196,000	NF	-		422,000
	<b>PROJECT TOTALS</b>	<b>\$2,636,820</b>		<b>\$1,999,769</b>		<b>\$2,981,184</b>		<b>\$3,119,234</b>		<b>\$7,805,284</b>		<b>\$18,542,281</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

**Five Year Capital Improvement Plan - All Funds Funding Source Summary  
FY 2018 - FY 2022**

	Source Name	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
<b>CIP-FB</b>	Capital Projects Fund Fund Balance	204,030	16,575	-	-	-	220,605
<b>DEBT</b>	DEBT-General Obligation or otherwise	-	-	-	-	-	-
<b>FA</b>	Fire Assessment	30,000	30,000	30,000	30,000	30,000	150,000
<b>G</b>	Grant Funding	620,000	-	-	-	-	620,000
<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	44,785	-	-	-	-	44,785
<b>GF Tr</b>	General Fund Transfer from Operating Revenues	831,210	733,425	635,000	635,000	635,000	3,469,635
<b>NF</b>	Not Funded	401,795	1,169,759	2,291,184	2,429,234	7,115,284	13,407,256
<b>TFB</b>	Transportation Fund Fund Balance	505,000	25,000	-	-	-	530,000
<b>Totals</b>		<b>2,636,820</b>	<b>1,999,759</b>	<b>2,981,184</b>	<b>3,119,234</b>	<b>7,805,284</b>	<b>18,542,281</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>General Services Manager</b>				
<b>Department</b>	<b>Fire Administration</b>	<b>Division</b>					
<b>Project Location</b>	<b>Townwide</b>						
<b>Fiscal Year</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>							
<b>Construction</b>	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$175,000
<b>Other</b>							
<b>TOTAL COST</b>	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$175,000
<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=\$95,000</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 4 wells annually).</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on 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> <p>For FY 2018 the costs has been combined, within this CIP, to reflect funding for both major well rehabilitation and well repairs (15k+15k = 30k).</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>							
<b>Operating</b>							
<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 Facility						
Priority	Public Safety #2			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Public Works: Engineering		
Project Location	17220 Griffin Road, Southwest Ranches, FL 33331						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	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	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
Equipment/Furnishings		\$ -	\$ -	\$ -	\$ -	\$ -	
Other		\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST	\$ 216,315	\$ -	\$ -	\$ -	\$ -	\$ 216,315	
Revenue Source	CIP-FB \$171,530 GF-FB \$44,785					CIP-FB \$171,530 GF-FB \$44,785	
Description (Justification and Explanation)							
<p>The Town's existing modular buildings that separately house the Davie Fire-Rescue and the Volunteer Fire-Rescue Departments at 17220 Griffin Road have reached their life cycle and are also required to be replaced pursuant to contractual commitments. This project was funded in FY 2016 in the amount of \$171,530 but has been deferred until FY 2018. The Town will replace both Fire Station's modular buildings with a single modular building (triple wide) that meets the requirements of the Florida Building Code, for use by both contractual entities: Town of Davie Fire-Rescue and the SWR Volunteer Fire-Rescue. The modular building shall include perimeter fencing, lighting, a minimum of nine (9) security cameras, fire apparatus coverage from the elements, and separate sleeping quarters for a minimum of three (3) Davie personnel, separate sleeping quarters for the Volunteers, minimum of two unisex bathrooms and showers, kitchen, dayroom, and one office. 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. The project's revised estimated, total cost for demolition, site work, engineering, and design is estimated to be \$216,315 requiring the utilization of an additional \$44,785 of General Fund restricted Fire Control reserves. The existing equipment canopies are not being replaced.</p>							
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 (\$216,350 / 20 years).				
Operating	\$ -						
Replacement Costs	Year 2038	\$ 10,816					
Revenue/Other	\$ -						
Total	\$ 10,816						



# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	Town Hall Complex Safety, Lightning and Drainage Improvements						
<b>Priority</b>	Townwide			<b>Project Manager</b>	Rod Ley, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	13400 Griffin Road Southwest Ranches, FL 33330						
<b>Fiscal Year</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total</b>	<b>Prior Years</b>
Plans and Surveys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700
Engineering/ Architecture	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 4,000
Land Acquisition/ Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 115,000	\$ -	\$ -	\$ -	\$ 115,000	\$ -
Equipment/ Furnishings	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST</b>	\$ 12,500	\$ 115,000	\$ -	\$ -	\$ -	\$ 127,500	\$ 7,700
<b>Revenue Source</b>	CIP-FB \$12,500	CIP-FB \$16,575 GF Tfr \$98,425				CIP-FB \$29,075 GF Tfr \$98,425	CIP-FB
<b>Description (Justification and Explanation)</b>							
<p>This request is for resurfacing, reshaping, and drainage improvements for creating a safer Town Hall Parking lot. The Public Works Department, Engineering Division will be responsible for the procurement, permitting, and construction of the enhanced drainage and safety improvements. The parking lot floods after minor rain events, which has created potholes and uneven pedestrian pathway surfaces. This project was originally funded in the FY 2016 budget with restricted debt service funding for public safety improvements in the amount of \$36,775, but had to be delayed after plans, architecture, scope and ultimately bids received exceeded the budgeted amount. However, based on Town Council direction, the parking lot/drainage construction improvement scope was removed from the Town Hall Improvements Project in an attempt to maintain last year's millage rate. Additionally, this request is to install safety lightning protection (\$7,500) for the Town Hall building. During FY 2016, the lightning protection scope component of the necessary Town Hall re-roof project was deferred to remain within the constraints of the then approved fiscal years budget. Lightning protection will protect Town Hall's electrical system and equipment from the dangerous effects of lightning.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -		No anticipated material impact to the operating budget.				
<b>Operating</b>	\$ -						
<b>Replacement Costs</b>							
<b>Revenue/Other</b>	\$ -						
<b>Total</b>							

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Frontier Trails Conservation Area						
Priority	PROS #1			Project Manager	December Lauretano-Haines, PROS Manager		
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies	\$ 5,000	\$ 7,000	\$ 6,000	\$ 2,500	\$ 2,000	\$ 22,500	\$ -
Engineering, Architecture & Permitting	\$ 14,000	\$ 31,000	\$ 55,000	\$ 40,000	\$ 67,000	\$ 207,000	\$ 614,430
Land Acquisition/Site preparation	\$ 5,500	\$ 8,000	\$ 12,000	\$ 53,600	\$ 6,400	\$ 85,500	\$ 2,396,363
Construction	\$ 58,000	\$ 34,000	\$ 144,200	\$ 500,800	\$ 709,000	\$ 1,446,000	\$ -
Equipment/Furnishings	\$ 17,500	\$ 20,000	\$ 6,300	\$ 92,750	\$ 57,100	\$ 193,650	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 100,000	\$ 100,000	\$ 223,500	\$ 689,650	\$ 841,500	\$ 1,954,650	\$ 3,010,793
Revenue Source	G=\$50,000 G=\$30,000 CIP-FB=\$20,000	NF	NF	NF	NF	G=\$50,000 G=\$30,000 CIP-FB=\$20,000 NF=\$1,854,650	G=\$2,342,363 CIP-FB=\$668,430
Description (Justification and Explanation)							
<p>Frontier Trails Conservation Area has become the first priority for development by the Recreation, Forestry, and Natural Resources Advisory Board. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter.</p> <p>Acquisition of this site was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan.</p> <p>Commitments for development at Frontier Trails retain only those developments necessary to satisfy current grant requirements, including picnic facilities, fishing pier, multi-use trail, environmental and archaeological preservation and education, wetlands, parking, and landscaping.</p> <p>Extension of timeline for development is necessary. Development of this site is not currently supported by grants; however, this site becomes the priority as the Town closes out existing grants and continues to seek further funding in the current Fiscal Year. The Town will submit an application for \$50,000 in FRDAP funding for FY 2018 proposed improvements, and additionally has received approval from the Southwest Ranches Parks Foundation for \$30,000 in funding to augment the proposed grant improvements. With a minimal Capital Project Fund assigned Fund Balance (reserves) investment of \$20,000, the Town will further progress on elements committed within acquisition grants.</p> <p>If further attempts to obtain grant funding are successful, the 5-year plan envisions a phased approach to development. Because the property is undeveloped with no infrastructure, the first phase in Year 1 (FY 2018) will require substantial engineering and earthwork to provide for minimal fencing and a gate, an area for users to park, and a small picnic shelter. In years 2, 3 and 4, development concept envisions incremental improvements to multi-use trails, preservation of the archaeological area, addition of historical and environmental education signs. The potential for this site to serve as offsite mitigation for developers of other sites is still accounted for with construction of wetlands envisioned in final phases of site development in years 4 and 5. Costs were estimated based on original management plan estimates prepared by professional consultants and updated in accordance with similar development the town has completed in other locations.</p> <p>If FRDAP application is successful, with \$100,000, the project would include: Engineering, surveying, permitting \$13,725 Earthwork, clearing, grubbing, grading \$25,275 Driveway/ Parking \$26,000 Fence across SW 51st with Gate Access \$8,000 Small picnic shelter \$27,000 If FRDAP request were not successful, with the Town and Foundation's \$50,000, the project would be reduced to include those amenities required to provide public access to the site, as follows: Engineering, surveying, permitting \$9,875 Earthwork, clearing, grubbing, grading \$13,725 Driveway/ Parking \$18,400 Fence across SW 51st with Gate Access \$8,000</p> <p>The Town's parks system is designed to provide water storage and runoff filtering, environmental and recreational areas; access to water and open space; and to link multi-use trails.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing /landscape maintenance (\$31,200), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$3,000), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$193,650 / 20 years = \$9,683). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 43,466						
Replacement Cost	Year: 2038	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Calusa Corners Park						
Priority	PROS #2			Project Manager	December Lauretano-Haines		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	11-Acre Calusa Corners Park at Griffin between Dykes Road and Hawkes Bluff Avenue						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	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	\$ 23,795	\$ 161,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 1,003,270	\$ 55,029
Equipment/Furnishings	\$ 26,205	\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ 98,705	\$ 50,087
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 50,000	\$ 296,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 1,255,725	\$ 7,610,070
Revenue Source	G	NF	NF	NF	NF	G=\$50,000 NF=\$1,205,725	G=\$7,044,457 CIP-FB= \$565,613

### Description (Justification and Explanation)

The Recreation, Forestry, and Natural Resources Advisory Board has identified Calusa Corners Park development as their third priority for Fiscal Year 2018.

Partial development in 2017 was funded by two grants from the Florida Recreation Development Assistance Program (FRDAP), with limited matching funds from the Town as well as assistance from the Town's Parks Foundation. Construction on Phase one improvements completed minimal playground, picnic, parking, and sidewalk improvements. Development in FY 2018 is predicated on a grant award of \$50,000 also from the FRDAP.

Commitments for development at the Calusa Corners site retain only those amenities currently necessary to satisfy grant requirements, including open space play fields, fishing pier, historic and environmental education, wetlands, and interconnection between two distinct water storage areas. Improvements completed to date include Phase One development of playground, picnic facilities, multi-use trail, parking, and landscaping. Engineering / Public Works Department has provided for drainage project funding for this site in 2018 from the Transportation budget.

Acquisition of Calusa Corners as an addition to the Southwest Meadows Sanctuary park complex was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to continue to develop the recreational amenities identified in the Grant Management Plan. Development costs in the management plan were prepared by professional consultants and have been updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in some increased costs.

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.

### Annual Impact on Operating Budget

<b>Personnel</b>	\$ -	If fully funded, projected operating budget costs would include mowing/landscape maintenance (\$14,640), routine facilities maintenance (\$7,800), mitigation/wetlands maintenance (\$1,236), playground maintenance (\$5,400), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$98,705 / 20 years = \$4,395).
<b>Operating</b>	\$ 29,510	
<b>Replacement Cost</b>	Year: 2038 \$ 4,395	
<b>Revenue/Other</b>	\$ -	
<b>Total</b>	\$ 33,905	

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Parks, Recreation and Open Space (PROS) Entranceway Signage						
Priority	PROS #6			Project Manager	December Lauretano Haines, PROS Manager		
Department	PROS			Division	PROS		
Project Location	Various						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 67,500	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ -
Revenue Source	GF Tfr	GF Tfr	GF Tfr	GF Tfr	GF Tfr	GF Tfr	
Description (Justification and Explanation)							
<p>In 2004, Southwest Ranches defined the Town's Rural Identification Program with design standards for the purpose of creating a strong sense of place and community by establishing a visual identity through decorative and wayfinding signage at Town entry points, parks, and neighborhood entrances. The Rural Public Arts and Design Advisory Board has worked to incorporate the design standards into Rights of Way and entrances throughout the past several fiscal years. The next phase will be to create the permanent entrance signs for Town parks in conformance with the Rural Program Identification Manual.</p> <p>The locations and designs for park entranceway signs to be installed, determined by joint effort of the Rural Public Arts and Design (RPAD) and the Recreation, Forestry and Natural Resources (RFNRRB) Advisory Boards, are planned as follows (order of priority): FY 2018: Founder's Trailside Park FY 2019: Country Estates Park FY 2020: Calusa Corners Park FY 2021: Rolling Oaks Park FY 2022: Frontier Trails Park Thereafter, Southwest Meadows Sanctuary Park</p> <p>Estimated costs for the procurement, permitting, construction, and installation of the signs are composed of sign costs in the amount of \$12,500 each, with \$1,000 per sign for landscaping and solar lighting; and a maximum of \$1,500 per sign location for surveying and permitting.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No anticipated material impact to annual operating budget				
Operating	\$ -						
Replacement Cost	\$ -						
Revenue/Other	\$ -						
Total	\$ -						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park Perimeter Fencing Improvement						
Priority	PROS #4			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies	\$ -	\$ 1,725	\$ -	\$ -	\$ -	\$ 1,725	\$ 47,043
Engineering, Architecture & Permitting	\$ 544	\$ 1,250	\$ 675	\$ 800	\$ -	\$ 3,269	\$ 428,268
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172,855
Construction	\$ 10,156	\$ 42,378	\$ 24,878	\$ 9,378	\$ 29,378	\$ 116,168	\$ 613,958
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,723
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
TOTAL COST:	\$ 10,700	\$ 45,353	\$ 25,553	\$ 10,178	\$ 29,378	\$ 121,162	\$ 3,393,847
Revenue Source	GF Tfr	NF	NF	NF	NF	GF Tfr=\$10,700 NF = \$110,462	G=\$2,328,685 CIP-FB & GF Tfr=\$1,065,162
Description (Justification and Explanation)							
<p>Due to completion of multiple improvements rendering the Country Estates park usable for public recreation, the focus for development shifts to other projects in Fiscal Year 2018, making this location 6th in the list of priorities for development. Based on Council and resident requests for upgrade to Griffin Road frontage, however, limited funding has been planned to remove approximately 668 feet of chain link / razor wire fencing on the north perimeter and replace with a fence more in keeping with the Town's established rural program identity (i.e. three-rail wood or pvc). The anticipated cost for this FY 2018 improvement is approximately \$16 per linear foot, plus the cost of permitting to total \$10,700.</p> <p>Development of the Country Estates site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Recreation Development Assistance Program (FRDAP) and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site has been supported multiple grants from Broward County and the State of Florida Grant. Development costs were based on original management plan value engineering by professional consultants and updated in accordance with reductions in commitments and changes in market conditions as projects were procured. Further development of this site is not currently supported by grants.</p> <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 between 2014 and 2017. Future development of pond and fishing pier have been estimated using a phased funding approach. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site.</p>							
Annual Impact on Operating Budget							
Personnel			Operating budget costs include mowing/landscape maintenance (\$15,600), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$7,140), playground maintenance (\$5,400), well/water system maintenance (\$3,120), Electricity (\$600), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$106,723 / 20 years = \$5,336). Future operating costs will include maintenance of other improvements not currently funded for development (fishing pond, pier, equestrian arena)				
Operating	\$ 41,916						
Replacement Cost	Year: 2038	\$ 5,336					
Revenue/Other							
Total	\$ 47,252						

# 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years																
Planning / Permitting	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000	\$ -																
Engineering Design and Surveying	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 675,000	\$ 202,096																
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 4,358																
Construction including Contingency & Inflation	\$ 669,420	\$ 340,050	\$ 347,000	\$ 347,000	\$ 347,000	\$ 2,050,470	\$ 496,299																
Construction Reserve/Replenishment	\$ 147,580	\$ 6,950	\$ -	\$ -	\$ -	\$ 154,530																	
Total Project Cost	\$ 965,000	\$ 495,000	\$ 495,000	\$ 495,000	\$ 495,000	\$ 2,945,000	\$ 702,752																
Revenue Source	TFB=\$495,000 GF Tfr=\$470,000 (mill=.3612)	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)																							
<p>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. Per the direction of the Drainage and Infrastructure Advisory Board (DIAB), the TSDOR program annual budget has been revised and capped at a not to exceed amount of \$495,000 that includes a 10% contingency, if necessary, that would serve to replenish the TSDOR contingency reserve set at a minimum amount of \$200,000. However, for FY 2018 Town Council has directed staff to reduce the \$495,000 budget to \$470,000 in an attempt to lower the overall total millage. Based on this direction, the TSDOR program schedule has been extended to a 25+ year period, and the amount available in the contingency reserve will fluctuate depending on the actual cost of construction and approved project delivery method. Depending on existing road conditions, construction costs include new pavement surfacing, truing and leveling, full depth reclamation and/or rehabilitation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. All legal expenses associated with unforeseen FY 2020 road segment right-of-way issues are included in the FY 2018 budget projection (two-year window). All consulting costs for surveying, design, permitting, and contract bid document preparation for FY 2019 road segments were included in the FY 2018 budget projection (one-year window). Construction administration and related inspection services for FY 2018 road segments are included in the FY 2018 budget projection. A 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 and is replenished or utilized annually, pursuant to Council budget discretion. The following road segment improvements are scheduled for construction during FY 2018:</p>																							
FY 2018 ROAD SEGMENTS						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 public ROW limits						TBD																	
Melaleuca Drive (0.37 Miles) from Stirling Road to SW 56th Street						TBD																	
FY 2018 Total Construction including Contingency and Inflation						\$669,420																	
FY 2019 Road Segments Engineering Design and Surveying						\$135,000																	
Construction Reserve/Replenishment						\$147,580																	
Planning / Permitting						\$3,000																	
FY 2018 and FY 2019 Segments TOTAL:						\$955,000																	
FY 2020 Land Mitigation (Legal) TOTAL:						\$10,000																	
FY 2018 Grand TOTAL:						\$965,000																	
** Segment costs assume full public right of way is available October 1, 2017.																							
<table><tr><td></td><td>FY 2015 (initial year)</td><td>FY 2016 (original Bud)</td><td>FY 2017 (original Bud)</td><td>Less: Total Expenditures thru 9/30/2017 (est.)</td><td>SUB-TOTAL</td><td>FY 18 Reserve Replenishment/ (Utilization)-Net</td><td>TOTAL @ 9/30/2018 (est.)</td></tr><tr><td>Construct.\Committ. Reserve(detail):</td><td>\$ 374,200</td><td>\$ 466,700</td><td>\$ 495,000</td><td>\$ (702,752)</td><td>\$ 633,148</td><td>\$ (347,420)</td><td>\$ 285,728</td></tr></table>									FY 2015 (initial year)	FY 2016 (original Bud)	FY 2017 (original Bud)	Less: Total Expenditures thru 9/30/2017 (est.)	SUB-TOTAL	FY 18 Reserve Replenishment/ (Utilization)-Net	TOTAL @ 9/30/2018 (est.)	Construct.\Committ. Reserve(detail):	\$ 374,200	\$ 466,700	\$ 495,000	\$ (702,752)	\$ 633,148	\$ (347,420)	\$ 285,728
	FY 2015 (initial year)	FY 2016 (original Bud)	FY 2017 (original Bud)	Less: Total Expenditures thru 9/30/2017 (est.)	SUB-TOTAL	FY 18 Reserve Replenishment/ (Utilization)-Net	TOTAL @ 9/30/2018 (est.)																
Construct.\Committ. Reserve(detail):	\$ 374,200	\$ 466,700	\$ 495,000	\$ (702,752)	\$ 633,148	\$ (347,420)	\$ 285,728																
Annual Impact on Operating Budget																							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2018																				
Operating	\$ -																						
Replacement Cost	FY 2018	\$ 5,000																					
Revenue/Other	\$ -																						
Total	\$ 5,000																						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Drainage Improvement Projects						
Priority	Transportation #2			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies						\$ -	\$ 9,200
Engineering/Architecture		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	\$ 55,474
Land Acquisition/ Site Preparation							
Construction	\$ 805,510	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 1,121,510	\$ 1,007,289
Equipment/ Furnishings							
Other (Hardware)		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000	\$ 1,000
TOTAL COST	\$ 805,510	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,205,510	\$ 1,072,963
Revenue Source	G=\$490,000 GF Trf=\$315,510	GF Trf	GF Trf	GF Trf	GF Trf	G=\$150,000 GF Trf=\$773,510	G=\$525,446 GF Tfr=\$349,000 TFB=\$198,517
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 street drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The current list of drainage projects comprises more than 12 projects including a joint venture participation agreement with subsidies from the South Florida Water Management District (\$100,000) and the South Broward Drainage District (\$50,000) for the Dykes Road Drainage and Water Quality Project. The Town also received a grant award in the amount of \$340,000 from Florida Department of Environmental Protection with a \$60,000 match for the next six projects listed below. The FY 2018 – 2022 priorities are as follows:							
Projects							Estimated Cost
Dykes Road Drainage and Water Quality Improvement Joint Venture Project (SFWMD & SBDD partial funding of \$150,000)							\$405,510
Construct catch basin on west side of 5501 Holatee Tr (SW 136th Ave) and a headwall at canal at east side of Holatee Tr (DEP partial funding)							\$18,000
Restoration of Dykes Road eastside swale from Huntridge Drive to Tom Thumb (FDEP partial funding)							\$100,000
Upgrade culverts along Dykes road eastside streets from Huntridge Dr to Tom Thumb (FDEP partial funding)							\$70,000
Const. outfall from SW 54th Place and SW 188th Avenue Intersection to canal (FDEP partial funding)							\$78,000
SW 178th and Griffin Road swale improvements (FDEP partial funding)							\$40,000
SW 201st Avenue drainage improvements (FDEP partial funding)							\$94,000
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.							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
SW 54th Street and 17400 block interconnect							TBD
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year:	\$					
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various town streets (non-TSDOR).						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies						\$ -	\$ 13,850
Engineering, Architecture & Permitting						\$ -	
Land Acquisition/Site preparation						\$ -	
Construction	\$ 20,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 220,000	\$ 359,396
Equipment/Furnishings						\$ -	
Other (Specify)						\$ -	
TOTAL COST:	\$ 20,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 220,000	\$ 373,246
Revenue Source	GF Tfr	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 \$120,000	GAS \$18,246 TFB \$135,000 GF Tfr \$170,000 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 for FY 2018 with a reduction in funding to \$20,000 pursuant to Council direction as follows:</p> <p>* All striping on Stirling Road from Dykes Road to SW 166th Avenue (0.5 miles)</p> <p>* Edge and centerline on SW 178th Avenue (2.25 miles)</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.				
Operating	\$ -						
Replacement Cost	Year: 2026	\$ 50,000					
Revenue/Other	\$ -						
Total	\$ 50,000						



# FUNDED

Town of Southwest Ranches																	
Capital Improvement Project																	
<b>Project</b>	<b>Guardrails Installation Project</b>																
<b>Priority</b>	<b>Transportation</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 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total</b>	<b>Prior Years</b>										
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
<b>Design &amp; Permitting</b>	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 160,000	\$ 103,130										
<b>Land Acquisition</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
<b>Construction</b>	\$ 10,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 250,000	\$ 606,512										
<b>Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
<b>TOTAL COST:</b>	\$ 10,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 410,000	\$ 709,642										
<b>Revenue Source</b>	<b>TFB</b>	<b>NF</b>	<b>NF</b>	<b>NF</b>	<b>NF</b>	<b>TFB=\$10,000 NF=\$400,000</b>	<b>GF-FB=\$4,750 TFB=\$50,000 GAS/TFB=\$60,000</b>										
<b>Description (Justification and Explanation)</b>																	
<p>The Town desires to provide and maintain a reasonable planning level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage &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%;">SW 130th Avenue at Griffin Road (FY 18)</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td>Hancock Road from Griffin Road to Stirling Road (FY 19)</td> <td style="text-align: right;">\$ 100,000</td> </tr> <tr> <td>Hancock Road from Stirling Road to Sheridan Street (FY 20)</td> <td style="text-align: right;">\$ 100,000</td> </tr> <tr> <td>TBD by Drainage Improvement Advisory Board (FY 21 &amp; FY 22)</td> <td style="text-align: right;"><u>\$ 200,000</u></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$ 410,000</b></td> </tr> </table>								SW 130th Avenue at Griffin Road (FY 18)	\$ 10,000	Hancock Road from Griffin Road to Stirling Road (FY 19)	\$ 100,000	Hancock Road from Stirling Road to Sheridan Street (FY 20)	\$ 100,000	TBD by Drainage Improvement Advisory Board (FY 21 & FY 22)	<u>\$ 200,000</u>	<b>Total</b>	<b>\$ 410,000</b>
SW 130th Avenue at Griffin Road (FY 18)	\$ 10,000																
Hancock Road from Griffin Road to Stirling Road (FY 19)	\$ 100,000																
Hancock Road from Stirling Road to Sheridan Street (FY 20)	\$ 100,000																
TBD by Drainage Improvement Advisory Board (FY 21 & FY 22)	<u>\$ 200,000</u>																
<b>Total</b>	<b>\$ 410,000</b>																
<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																

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary Park						
Priority	PROS #5			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	22-Acre Southwest Meadows Sanctuary Park at Griffin between Dykes Road and SW 163 Avenue						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	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 fifth priority for Fiscal Year 2018. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter.</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.</p> <p>Development of this site is not currently supported by grants. Costs were based on original management plan estimates prepared by professional consultants and updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in some increased costs.</p> <p>Commitments for development at the Southwest Meadows Sanctuary site retain only those developments necessary to satisfy current grant requirements, including playground, restroom, open space play fields, trailhead facilities, fishing pier, multi-use trail, historical and environmental education amenities, wetlands, parking, landscaping and neighborhood park facilities. Extension of timeline for development is needed.</p> <p>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 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 (\$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: 2038	\$ 3,550					
Revenue/Other	\$ -						
Total	\$ 68,902						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Sunshine Ranches Equestrian Park Playground Rehabilitation						
Priority	PROS #3		Project Manager	December Lauretano-Haines			
Department	Parks, Recreation and Open Spaces		Division	N/A			
Project Location	Sunshine Ranches Equestrian Park						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Funishings	\$ 25,700	\$ -	\$ -	\$ -	\$ -	\$ 25,700	\$ 176,154
TOTAL COST	\$ 25,700	\$ -	\$ -	\$ -	\$ -	\$ 25,700	\$ -
Revenue Source	NF					NF	G=\$84,000 GF Tfr=\$92,154
Description (Justification and Explanation)							
<p>The Sunshine Ranches Equestrian Park playground equipment was completed in 2006. Monthly inspections and only spot repairs have been made when required. Playground components were designed and customized for Southwest Ranches. Playground components have held up very well, but some components are in need of replacement due to weathering and age in service. A replacement of the below components will ensure the facility remains safe and attractive to all in accordance with the Town's strategic plan.</p> <p>The playground consists of two age-specific play structures: the "Barn" (age 5-12) and the "Tractor" (age 2-5); and two age-specific swing sets. Upgrading select components will preserve the safety of residents and users as well as maintain the unique, attractive themed quality on which the playground is based. Components priced for replacement include:</p> <p>1. Shade fabric over Barn and Tractor play structures</p> <p>2. Various swing set hardware and parts which require regular replacement for wear.</p> <p><b>Barn Structure components:</b></p> <p>3. silo roof</p> <p>4. barn panels (6)</p> <p><b>Tractor Structure components:</b></p> <p>5. sound chimes panel</p> <p>6. tic-tac-toe panel</p> <p>7. tubing kit for the talk tubes</p> <p>Cost estimates were established on Manufacturer's rates with "piggyback" pricing for equipment, freight, and installation.</p>							
Annual Impact on Operating Budget							
Personnel			The current annual operating impact pertaining to maintenance of the irrigation system based on existing contractual rates. funding for replacement over the useful life of amenities (\$25,700 / 20 years = \$1,285).				
Operating	\$ 8,300						
Replacement Costs	Year: 2038	1,285					
Revenue/Other							
Total	\$ 9,585						

# 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	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)							
<p>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.</p> <p>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.</p>							
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>	Town Entranceway Signage						
<b>Priority</b>	Transportation			<b>Project Manager</b>	Rod Ley, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	Various						
<b>Fiscal Year</b>	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ 12,000	\$ 10,850
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	\$ 48,000	\$ 87,588
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST:</b>	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 60,000	\$ 98,438
<b>Revenue Source</b>	NF	NF	NF	NF		NF	GF Tfr
<b>Description (Justification and Explanation)</b>							
<p>The Rural Public Arts Advisory Board (RPAB) has requested continued funding for entranceway signage to beautify the Town of Southwest Ranches and to give a sense of place and pride to the community. The RPAB has created signage for the Town, and now is requesting continued funding. Nine (9) signs were installed commencing in FY 2014 (and one available as a spare) 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; (8) Griffin Road and Bonaventure; (9) Griffin Road median, just west of Dykes Road. One additional sign is available and is intended to be utilized as a replacement spare.</p> <p>Moving forward, the RPAB is proposing to install smaller interior entranceway signs at neighborhood entrances. For example; Stirling Road and Dykes Road; Stirling Road and Volunteer Road. Public Works / Transportation Engineering division is responsible for the procurement, permitting, construction, and installation of these signage. Each townwide entranceway sign costs \$5,000 maximum, but the Town has incrementally added \$1,000 per sign for landscaping and solar lighting. Surveying, permitting and maintenance of traffic requirements varies, to a maximum of \$1,500 per sign location.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -	No anticipated material impact to annual operating budget					
<b>Operating</b>	\$ -						
<b>Replacement Cost</b>	\$ -						
<b>Revenue/Other</b>	\$ -						
<b>Total</b>	\$ -						

# NOT FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Street Lighting						
Priority	Transportation			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Griffin Road - West of I-75						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
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)	-	-	-	-	-	-	-
TOTAL COST:	-	\$ 25,000	\$ 201,000	\$ 196,000	-	\$ 422,000	-
Revenue Source		TFB	NF	NF		TFB=\$25,000 NF=\$397,000	
Description (Justification and Explanation)							
<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. Staff has held meetings with FPL and initiated initial design. FPL design does not include trenching and conduit from hand-hole to street light location. Expenditures and their respective funding sources are deferred until FY 2019.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Includes estimated electricity costs upon completion, bulb and ballast replacement, etc				
Operating	\$ 8,400						
Replacement Cost							
Revenue/Other							
Total	\$ 8,400						

# NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Public Safety Facility/Emergency Operations Center (EOC)						
Priority	Public Safety - #3			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Griffin Road and SW 163 Avenue						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 250,000	
Construction	\$ -	\$ -	\$ -	\$ -	\$ 4,775,000	\$ 4,775,000	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL COST:</b>	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	\$ 5,400,000	
Revenue Source					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>							
Personnel			Annual Impact to operating budget to be determined (TBD)				
Operating							
Replacement Cost							
Revenue/Other							
Total							

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Self-Contained Breathing Apparatus Equip. Replacement (page 1 of 2)

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund	2	\$206,570

#### Justification and Description

Replacement of current inventory of Self-Contained Breathing Apparatus (SCBA). A full SCBA package includes 1 airpack, 2 air bottles and 1 mask. Masks are individually fitted so extra masks need to be purchased so that each firefighter is issued with their own fitted mask as per National Fire Protection Agency (NFPA) standards.

Current inventory is 22 Survivair Panther (now owned by Honeywell) SCBAs, 50 air bottles and 54 masks. The Survivair air packs are non-compliant with the 2013 NFPA SCBA standards. NFPA recommends that SCBA equipment be replaced once it falls behind two NFPA standard cycles. Current SCBA bottles are also reaching the end of their service life. Timely replacement of SCBA is a life safety issue.

Replacements must be purchased at one time so that they may be placed into service together. Spreading the purchases out over multiple years is not an option. Firefighters will be relying on these airpacks to breathe in hazardous environments and must train with the same type of airpacks that they will be using in real life. Keeping two different types of packs in services increases the risk that the firefighter will become confused in life threatening environments with potentially deadly consequences and will also require firefighters to always carry two different masks.

The Fire Advisory Board has previously recommended that the Department be equipped with Scott X3 airpacks when new airpacks are purchased because of their compatibility with the airpacks used by all other fire departments that border the Town. Scott X3 airpacks are standard equipment with all of the neighboring fire departments and this purchase will allow our Department to maintain full compatibility with those departments.

After reviewing Department operations, the Fire Advisory Board recommended the purchase of a total of 15 Scott X3 airpack sets. This represents 1 airpack set for each seat on active apparatus (a total of 10 seats) plus 5 additional airpack sets for use in training or as spare sets.

The Scott X3 airpack sets will include a total of 30 composite 30-year SCBA cylinders. The Department has previously purchased a total of 20 composite 30-year SCBA cylinders under another funded program modification. These 20 cylinders can be converted for use with the Scott airpacks with the purchase of valve assembly units. No additional SCBA cylinder purchases will be needed by the Department.

The Department currently has two homemade emergency RIT packs in service. This program modification will replace these homemade units with units manufactured by Scott which will maximize the interoperability with neighboring fire departments. RIT assignments are normal assignments when our department is operating in a mutual aid capacity so this interoperability is an important issue.

The TSI fit testing machine is a necessary operating expense so that the Department can quickly and efficiently conduct annual SCBA mask fit testing for each member. These annual tests are a requirement under the NFPA standards.



# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Self-Contained Breathing Apparatus Equip. Replacement (page 2 of 2)

The Scott Epic 3 voice amplifiers are needed so that firefighters can communicate effectively while using a mask in fire conditions. The voice amplifiers also offer a wireless connection to the firefighter's portable radio that will allow clearer radio communications on the fireground. These amplifiers are the new standard equipment with all neighboring fire departments so the same advantages of compatibility and interoperability will accrue with these necessary items.

An Assistance to Firefighters Grant (AFG) from the Department of Homeland Security has been applied for by the Town to partially fund this project. If the grant application is approved, the purchase of at least 10 SCBA sets (including bottles and masks) and 27 additional masks will be funded through the grant. The Department has successfully obtained 4 prior AFG's; including one grant to purchase some of the airpacks in the current inventory. The AFG application requested a total amount of \$135,412 in funding and would require a 5% Town matching share (\$6,771). If the grant is awarded, the net total cost to the Town is estimated to decrease to \$77,929 (\$206,570 - \$135,412 grant award + \$6,771 grant match).

<u>Item</u>	<u>Price</u>	<u>Amount</u>	<u>Total</u>
Scott X3 Airpack Set. Set includes one Scott X3 SCBA airpack + 2-30 year composite SCBA cylinders + 2 cylinder valves + 1 Scott AV3000 HT SCBA Facepiece <b>(5 sets non-AFG)</b>	\$ 10,231	15	\$ 153,465
Valves for existing SCBA bottles to fit Scott SCBA System <b>(All 20 valves non-AFG)</b>	\$ 450	20	9,000
Additional Scott AV3000 HT SCBA Facepieces <b>(3 non-AFG)</b>	\$ 475	30	14,250
Scott Emergency RIT Pack II Assembly plus Scott NxG 45 SCBA bottle with snap change fittings <b>(1 non-AFG)</b>	\$ 4,105	2	9210
TSI Portacount 8030 SCBA Mask Fit Testing Machine	\$ 8,720	1	8,720
Scott EPIC 3 Radio Direct Interface Voice Amplifier <b>(All non-AFG)</b>	\$ 795	15	11,925
Sub-total:			\$ 206,570
Less:AFG Grant Portion (\$135,412-\$6,771)			( 128,641)
<b>Total Cost (net)</b>			\$ <u>77,929</u>

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

This is a life safety issue. The Department's current SCBA airpacks are out of compliance with the current NFPA standard. The airpacks are also not up to the standard nor easily interface with the airpacks of Davie Fire-Rescue and all other neighboring departments. The Scott airpacks will be compatible to maximize life safety.

#### **Required Resources**

<u>Line item</u>	<u>Title or Description of request</u>	<u>Cost</u>
001-3200-522-64100	Machinery & Equipment	\$206,570

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Public Safety Communication Equipment Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	3	\$51,305

#### Justification and Description

The Town of Davie and Broward County will be switching to TDMA technology during FY 2017–2018, making the existing SWR Volunteer Fire Department communication radios and accessory equipment obsolete. For the initial year, The VFD requires one (1) mobile truck radios, including installation (current wiring is not compatible) and ten (10) portable radios and related accessory and back-up battery equipment. Ultimately, they also are requesting a total of fifteen (15) portable (hand-held) radios for the Volunteer firefighters, including back-up batteries, microphones and radio holsters. However, this request comprises a two-year radio replacement strategy, including accessory equipment, as per the following below schedule as the minimum recommendation by the SWR Volunteer Fire Rescue, Inc. Chief and the SWR Fire Advisory Board. 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:

	<b>#!/\$ Mobile/ Vehicle Radios</b>	<b>#!/\$ Portable Radios &amp; Accessory Equip.</b>	<b>TOTAL #!/\$</b>	<b>STATUS</b>
FY 2017-2018	<u>#1/\$ 4,972</u>	<u>#10/\$46,333</u>	<u>#11/\$51,305</u>	<b>FUNDED</b>
FY 2018-2019	<u>#2/\$11,620</u>	<u># 5/\$28,572</u>	<u># 7/\$40,192</u>	
Total	<u>#3/\$16,592</u>	<u>#15/\$74,905</u>	<u>#18/\$91,497</u>	

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	\$51,305

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$1,308

#### 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 (To be determined (TBD) and estimated) 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 @\$938	Jackets @\$1,216	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	4,690	6,080	-\$3,000 TBD	7,770	Actual
FY 2017 – 2018	2	2	1,876	2,432	-\$3,000 TBD	1,308	FUNDED
FY 2018 – 2019	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2019 – 2020	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2020 – 2021	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2021 – 2022	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2022 - 2023	2	2	1,876	2,432	-\$3,000 TBD	1,308	
<b>Total</b>	<b>50</b>	<b>50</b>	<b>\$44,071</b>	<b>\$57,059</b>		<b>\$76,220</b>	

\*Bunker Gear for FY 2014-2015 and FY 2015-2016 were slightly lower. 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	\$1,308

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Master Stream Deck Hose Gun Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	4	\$4,296

#### Justification and Description

The master stream deck hose gun is an appliance on Engine 82. It is used to fight a large amount of fire by flowing a large amount of water to extinguish the fire or protect neighboring buildings. The deck gun flows between 500 to 1000 gallons of water per minute depending on the application. It is a crucial piece of engine company operations and necessary to maintain Engine 82's status as a Class I pumper. In terms of operations specific to our own Department, the deck gun increases the options for our engine crew. Since it requires only 2 personnel to operate, and we only have 2 personnel assigned to our engine, the deck gun can be used to safely begin extinguishing operations upon our crew's immediately upon arrival. Such operations can usually take place within one minute of arrival.

The current deck gun on Engine 82 was purchased used at the same time as our former Pierce Quantum apparatus. It has been in service with our Department for 10 years and is estimated to be at least 25 years old. Although the gun itself is still in operating condition, the system of chocks that stabilize and hold the gun in place have become aged. It is becoming increasingly difficult to safely lock down the gun in operating positions during both fire operations and storage creating a public safety hazard.

The Department has received preliminary quotes for an Apollo Hi Riser, 5" base including freight charges. A 10% contingency has been added to accommodate its installation and potential future price adjustment.

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

This is a life safety issue. We must be able to secure the deck gun both when it is in operation and when it is stowed for travel. If we are unable to do so, then firefighter safety is threatened during operations and additional damage to the apparatus may occur.

Removing the deck gun is not an option because its removal would also remove initial fire attack options from the engine crew. This is even more important to firefighter safety because of the limited manpower on Engine 82. Removal would therefore also impact firefighter safety by creating more risks for firefighters not having those fire attack options available to them.

The deck gun is a crucial piece of fire apparatus that is also required to maintain our Town's ISO rating and certification of Engine 82 as a Class I fire apparatus. A decrease in the Town's ISO rating would possibly increase homeowner insurance rates throughout the Town.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$4,296

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### PROS Playground Equipment Maintenance Services

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks	General	1	\$18,000

#### **Justification and Description**

This request is for approval of a new annual contract for quarterly playground inspection and minor repair and maintenance services for parks currently in use with playgrounds or user-based amenities @ approximately \$595 per visit per facility, including:

Sunshine Ranches Equestrian Park – playground equipment

Rolling Oaks Park – fitness trail equipment

Country Estates Fishing Hole Park – playground equipment

Calusa Corners Park – playground equipment

The contract will also cover the costs of minor equipment and hardware, labor and repairs, as needed.

Annual cost breakdown is as follows:

Inspections: \$9,520

Materials and labor: \$8,480

The Town now manages user-based amenities at four locations. The Town's current facilities maintenance contract provides for general inspection and reporting, but does not provide personnel with training specific to the maintenance of user-based amenities or ability to perform minor repairs, as necessary, except on a case-by-case basis.

The Town's playground and park assets have expanded to the point where risk management dictates proactive management of the resources as a safety-related issue. Procuring a contract to provide for specialized regular inspections and minor repair services to be performed by properly certified personnel is an appropriate measure to ensure that user-based recreational amenities remain safe and in good repair.

Cost estimates were derived from contractors who perform these services locally.

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

If not funded, efficient management of the playground asset will not be provided for in accordance with best management practices, resulting in potential losses of use and / or harm to users.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3600-572-46040	Grounds Maintenance – Parks	\$18,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Townwide Vehicle Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive-General Services	General	3	\$30,000

#### Justification and Description

This request is to fund the replacement of one (1) of the Town's three (3) fleet vehicles at Town Hall which are all reaching their end-of-life cycle. Town Staff desires to purchase a 4-door pickup truck; preferably a 4-wheel drive. Currently, the mileage for each vehicle is over 100k miles and one of the vehicles (Dodge Durango, 2009) is not operational. Although during FY 2018 only one vehicle is requested, it will be cost effective from a procurement and maintenance perspective to have the other two (2) vehicles replaced in near future.

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

During FY 2014, as per the agreement with the Town of Davie Police Department (PD), the Town of Southwest Ranches allocated eight (8) of the most mechanically efficient vehicles to the Davie PD that were purchased during the transition from BSO to Davie PD services. The Town of Southwest Ranches retained the next best three (3) for its Fleet. These three (3) vehicles are reaching their end-of-life cycle in the next few years. Currently, these vehicles are used by staff to respond to Townwide business including but not limited to: meetings, inspections, events and park activities. They are also used to travel outside of the Town to attend business meetings and trainings. 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 limit Town Staff to conduct these vital functions.

#### Required Resources

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

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Town Hall Council Chambers Flooring Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive/General Services	General	2	\$15,000

#### Justification and Description

The Council Chamber flooring of the Town Hall municipal complex located at 13400 Griffin Road was already in place prior to staff occupancy in 2011. As such, the linoleum flooring has reached its useful life and is lifting and cracking. Replacement with mis-matched tiles, since no tile inventory exists is not efficient nor safe. The amount proposed to be funded represents the cost of material (carpet, carpet tiles or vinyl tiles) and installation for approximately 2500 square feet (or \$6 per sq. feet per the Town's General Services Manager).

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

If the flooring remains the wear and tear would continue to worsen and could be a risk factor for patrons due to tripping hazard. Patching could occur to the effective areas, however, as the tiles are no longer attainable, they would be mis-matched and unsightly.

#### Required Resources

Line item	Title or Description of request	
001-3900-519-46010	Maintenance Service & Repairs	\$15,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Information Technology Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non Departmental	Town Clerk	General	1	\$11,500

#### **Justification and Description**

This request is for the replacement of the network internet firewall and up to 3 office computers to replace equipment that is nearing the end of their useful life. This funding will fund a portion of a multiyear replacement program strategy that would fully update the Town's technology needs. For the first year, as recommended by our IT consultant-Tamarac, it is proposed that a new Firewall and up to 3 computers be purchased along with necessary accessories (docking stations, carrying cases, etc.) to begin to replace aged computers (detailed below). This first phase of computers will replace the oldest computers first. Thereafter, additional mobile computers will be needed and will be requested to fully complete the IT replacement program. Those computers that are serviceable and supported will be retained as backups, while obsolete models will be surplus.

#### **Existing Computer/Firewall Replacement Schedule:**

Make/(#)	Model	Orig. Acquisition Date(s)
Lenovo (#2)	ThinkPad T530	8/15/2012
Dell	Optiplex 7010	5/24/2013
Firewall-Cisco	ASA 5508	5/22/2013

Mobile computers are favored over desktop models due to their portability and quick deployment in the field should an emergency arise. The portability also affords Town Council members and employees the ability to have access to Town electronic resources when away from Town Hall. However, some desktop models will still be needed for robust computing needs such as GIS layer creation. Mobile computing options being considered are the Microsoft Surface Pro4 tablet, and the Lenovo ThinkPad X1 Yoga. Both are available on state contracts that can be piggybacked to afford better pricing than advertised retail prices. Staff consultation with the City of Tamarac is ongoing and a final recommendation for Town Council consideration will be forthcoming in accordance with the Town's Procurement Policy.

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

If not funded, computer replacements would occur as they break down and would create a haphazard framework of computer resources with different operating system versions, and different levels of manufacturer support. This would create a challenging support environment for our IT Services provider-Tamarac, and would affect the productivity of Council Members and staff due to increased hardware problems. An added benefit of replacing the network internet firewall is increased upload and download speed. Comcast's high speed internet pricing has reduced, enabling the Town to significantly increase internet speed. Replacing the firewall will allow the Town to take advantage of the higher speed increasing responsiveness, efficiency and productivity.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3900-519-64100	Firewall	\$6,500
001-3900-519-64100	Computer Replacements	\$5,000



# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Volunteer Fire Officer Vehicle Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	Volunteer Fire Fund	5	\$38,447

#### Justification and Description

Primarily a replacement of an existing Volunteer Chief – Station #82 Vehicle. The current vehicle is a 2004 Ford Crown Victoria Police Interceptor that was purchased used by the Department in 2008 after it had been taken out of service by a Police department. The vehicle is currently 17 years old with approximately 170,000 miles on its odometer and has reached the end of its useful life. Even though the vehicle has been fleet maintained throughout its life, maintenance/repair costs have been steadily increasing over the past several years. Major repairs to the vehicle's drivetrain are pending.

Purchase of a new vehicle now by the Southwest Ranches Volunteer Fire Rescue, Inc is advisable utilizing their fund-raising bank account reserves. Therefore, no impact on the Towns annual Fire Assessment or General Fund is required. A new vehicle's warranty will obviate the need for repair costs for at least the first 3 years that the vehicle is in service.

Purchase can be made via the Florida Sheriff's Association Cooperative Purchasing Bid Award Program (Bid Number FSA16-VEL24.0 Specification #8). The bid award for a 2017 Chevrolet Tahoe 4WD police pursuit vehicle for the southern region was for \$33,447 through Alan Jay Chevrolet. The vehicle will be marked at an additional cost for painting or decaling of approximately \$4,000. An additional cost of \$1,000 for installation of necessary radio equipment is anticipated. Total cost is budgetarily anticipated at \$38,447 however, the net fire assessment impact is zero (\$0) as the SWR Volunteer Fire Rescue, Inc has voluntarily consented to contribute 100% of the cost from its fund-raising bank account.

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

The current vehicle is past its service life. Increased repair costs will occur each year that it remains in service.

#### Required Resources

Line item	Title or Description of request	Cost
102-3200-522-64100	Machinery & Equipment	\$38,447

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Comprehensive Plan Update: Data, Inventory & Analysis

Department Name	Division Name	Fund	Priority	Fiscal Impact
Planning	Planning	General	1	\$10,000

#### Justification and Description

This request is to update the data, inventory and analysis ("DIA") that forms the foundation for the Comprehensive Plan. The Town did not have any census data when the first draft of the Comprehensive Plan was adopted in May 2003 and the DIA has never been updated.

The Comprehensive Plan Advisory Board unanimously voted to prioritize this project and complete it over a two-year, phase-in period. The total estimated cost is \$20,000 @ \$10,000 per each fiscal year when funded.

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

The Towns Comprehensive Plan is required pursuant to Florida Law and Statutes, but is presently outdated potentially creating a compliance issue.

#### Required Resources

Line Item	Title or Description of request	Cost
001-2500-515-34330	Comprehensive Plan Update: Data, Inventory & Analysis	\$10,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Stormwater Master Plan

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Transportation	1	\$50,000

#### Justification and Description

The Stormwater Master Plan (SWMP) will be formulated to achieve the following objectives:

- (1) Identify and address flooding issues and develop solutions to improve the flood protection level of service (LOS) including transportation areas;
- (2) Be a defensible planning tool that guides the Town's long-term stormwater management activities, resources and transportation improvement purposes;
- (3) Develop a Capital Improvement Program (CIP) with sustained implementation strategies,
- (4) Help the Town comply with National Pollutant and Discharge Elimination System (NPDES) stormwater regulations, and
- (5) Develop policies and strategies to maximize the Town's Community Rating System (CRS) rating.

The fiscal impact amount of \$50,000 has been estimated by the Town's Engineer.

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

The SWMP is intended to provide the Town with long-range comprehensive stormwater management including transportation system planning. This is done through the accumulation and evaluation of data such as topography, hydrology, stormwater inventory, and condition assessment of current flooding and water quality problem areas. Once the data is reviewed, hydraulic and hydrologic models are created to qualitatively and quantitatively evaluate the performance of Town's drainage conveyance and storage ways. The data from the models will enable the Town to identify system deficiencies and the respective corrective actions necessary. A major benefit of a SWMP is the CIP element which would enable the Town to prioritize stormwater retrofit projects, floodplain analyses, and water quality projects.

#### Required Resources

Line item	Title or Description of request	
101-5100-541-31010	Stormwater Master Plan	\$50,000

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Right of Way: Increased Level of Service

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Community Services – Rights of Way	Transportation	4	\$52,339

#### Justification and Description

This request is for Funding to provide for fertilization and mulch applications to improve the appearance of Rights-of-Way maintained by the Town based upon Council inquiries and Residents' concerns. Increased mowing (from #24x to #28x per year) was funded in the amount of \$15,435 during the FY 2017 budget process and continues to be funded as follows:

	Griffin Road	Townwide/ROW	TOTAL	Status
Increased Mowing	\$15,115	\$ 320	\$15,435	FUNDED

#### FY 2018 Program Modification:

Fertilization	\$ 7,893	\$ 4,446	\$12,339
Mulch	<u>\$29,000</u>	<u>\$11,000</u>	<u>\$40,000</u>
<b>Total</b>	<b><u>\$36,893</u></b>	<b><u>\$15,446</u></b>	<b><u>\$52,339</u></b>

This FY 2018 program modification requests an increase of \$36,893 for Griffin Road maintenance, other than mowing, and an increase of \$15,446 for general Right of Way maintenance, other than mowing, totaling \$52,339.

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, overall appearance of the area will not be significantly improved.

#### Required Resources

Line item	Title or Description of request	Cost
101-5100-541-46010	Maintenance Service / Repair Contracts	\$15,446
101-5100-541-53110	Road Materials-Griffin Road Maintenance	\$36,893

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Griffin Road-West Median Replanting

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Community Services – Griffin Road	Transportation	2	\$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 our current contractor is more effectively maintaining the right of way, but planted areas that failed have never been remediated.

Irrigation system repairs are currently in progress and will be fully functional when completed in the current fiscal year 2016/2017. This will ensure delivery of water needed for establishment of new plantings and for ongoing maintenance in dry season.

Costs were conservatively calculated based on square foot area to be planted in areas of greatest potential impact or need, at current contract rates.

#### **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	\$43,465

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Townwide Parks Add'l Maintenance Level of Service Increase

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks	General	3	\$25,699

#### Justification and Description

This level of service increase request is for approval for additional annual mulch replenishment and fertilization at parks currently with planted landscape areas. If approved, the level of service increase would allow for additional planted areas to be treated and maintained than what was provided moving forward from the Fiscal Year 2016-2017 budget process (\$21,151 for coverage at certain parks in select locations and appropriately retained within the FY 2017-2018 budget). Accordingly, this program modification increases the level of service an additional \$25,699 to allow for a more comprehensive maintenance to be tentatively allocated at the following locations:

- Sunshine Ranches Equestrian Park – \$9,798 (mulch); \$2,500 (fertilization)
- Rolling Oaks Park – \$8,712 (mulch); \$2,350 (fertilization)
- Country Estates Fishing Hole Park – \$727 (mulch); \$330 (fertilization)
- Founder's Trailside Park – \$897 (mulch); \$385 (fertilization)

This maintenance increase would provide benefits to Town parks, including increased growth of plant material, enhanced appearance, correction of nutrient deficiencies from fertilization and, reduction of temperature fluctuations, prevention of packing and crusting, conservation of moisture, weed control, and addition of beneficial organic matter to improve the soil.

These services will improve the appearance of the park landscaped areas will be performed in adherence with Green Industries Best Management Practices for the preservation of water resources.

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 anticipated.

#### Required Resources

Line Item	Title or Description of request	Cost
001-3600-572-46040	Grounds Maintenance – Parks	\$25,699

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Rolling Oaks Passive Open Space Park Wetland Improvement

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks	General	6	\$20,720

#### Justification and Description

This request is for the improvement of two of three existing wetlands at Rolling Oaks Passive Open Space park.

The Rolling Oaks Park improvements were substantially completed in 2007, satisfying most grant commitments for development, however, wetlands renovation at the site is one outstanding obligation.

At present, the ponds on site are choked with vegetation, including invasive exotics, which continue to spread and regenerate. Managing control of invasive exotic growth is achieved more efficiently with more comprehensive initial cleanup, followed by regular maintenance.

While contributing to the site's water storage, the ponds currently add no aesthetic or recreational benefit. Ultimately, they were intended to remain as part of the park's passive resource-based recreation, providing public access to water bodies for freshwater fishing and wildlife viewing opportunities.

Upgrading two most visible ponds by removing invasive exotics and planting native species will fulfill objectives and policies of the Town's Comprehensive Plan and Charter, illustrate the Town's commitment to promoting and preserving environmental and public recreational areas, and provide significant enhancement of wildlife species diversity on the site.

Cost estimates were established on rates provided by contractors for cleanup, planting, and ongoing maintenance.

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

If not funded, invasive exotics in the wetlands will continue to spread and regenerate.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3600-572-46060	Lake Maintenance – Initial cleanup and planting	\$18,800
001-3600-572-46060	Lake Maintenance – Ongoing maintenance costs	\$1,920

# NOT FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Town Hall Exterior Re-Painting

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive/General Services	General	4	\$17,500

#### Justification and Description

In 2011, prior to Town staff occupancy, the exterior of the Town Hall municipal complex located at 13400 Griffin Road, was painted in addition to other renovations. As such, the last painting of the exterior was over seven (7) years ago and is reaching its useful life and appearance. The amount proposed to be funded represents cost of paint and materials, as well as the labor performed professionally. Funding for this program was presented within the FY 2017 and now the FY 2018 budgets but was/is Not Funded and therefore will be deferred until FY 2019.

#### 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 for a uniform and professional appearance throughout the entire municipal complex.

#### Required Resources

Line item	Title or Description of request	
001-3900-519-46010	Town Hall Exterior Repainting	\$17,500



**Town of Southwest Ranches**  
**Adopted FY 2017/2018**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
Volunteer Fire Service Department  
Volunteer Fire Fund

Expenditures	Total FY 2017-2018 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	\$ 3,185,000	\$ 1,837,745	\$ 1,347,255
Operating Expenses	243,224	N/A	243,224
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	164,838	N/A	164,838
<b>Sub-Total</b>	<b>\$ 3,622,547</b>	<b>\$ 1,837,745</b>	<b>\$ 1,784,802</b>

**Other Expenses**

Publication & Notification Costs	1,512
Statutory Discount	91,584
Collections Cost	17,694
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	199,469
Fire Protection/Control Contingency	22,883
<b>Total Fire Assessment Expenses</b>	<b>\$ 2,117,944</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Adopted Rates FY 17/18	Total Assessed Rates FY 16/17	Difference: Increase
<b>Residential - 2569 Units</b>	Per Dwelling Unit	62.8912%	\$ 1,332,001	\$ 518.49	\$ 448.13	\$ 70.36
<b>Commercial - 353,511 SF</b>	Per Sq.Ft. Bldg Area	15.0283%	\$ 318,291	\$ 0.90	\$ 0.80	\$ 0.10
<b>Indust/Warehouse - 116,081 SF</b>	Per Sq.Ft. Bldg Area	9.5818%	\$ 202,937	\$ 1.75	\$ 1.47	\$ 0.28
<b>Institutional - 481,088 SF</b>	Per Sq.Ft. Bldg Area	6.2499%	\$ 132,369	\$ 0.28	\$ 0.24	\$ 0.04
<b>Vacant/Agricultural - 1,436 Acres</b>	Per Acre	6.2488%	\$ 132,346	\$ 92.16	\$ 79.44	\$ 12.72
<b>Total</b>		<b>100%</b>	<b>\$ 2,117,944</b>			

**Town of Southwest Ranches**  
**Adopted FY 2017/2018**  
**Solid Waste Assessment Worksheet**

**Sources:**

WastePro of Florida, Inc Contract  
 Broward County Property Appraiser  
 Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Adopted FY 17/18
% Allocation Direct Expenses Only	47%	53%	

**Direct Expenses:**

Solid Waste Collection	\$ 395,986	\$ -	\$ 395,986
Recycling Collection	\$ 102,309	\$ -	\$ 102,309
Bulk Waste Collection	\$ -	\$ 364,553	\$ 364,553
Solid Waste Disposal	\$ 144,527	\$ -	\$ 144,527
Bulk Waste Disposal	\$ -	\$ 373,490	\$ 373,490
<b>Sub-Total Cost of Service</b>	<b>\$ 642,822</b>	<b>\$ 738,043</b>	<b>\$ 1,380,865</b>
Less: Utilization of Unrestricted Net Position			\$ (300,894)
<b>Sub-Total</b>	<b>\$ 642,822</b>	<b>\$ 738,043</b>	<b>\$ 1,079,971</b>

**Other Expenses**

Statutory Discount	\$ 55,186
Collections Cost	\$ 18,722
Townwide Personnel\Contractual Costs	\$ 225,765
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,379,644</b>

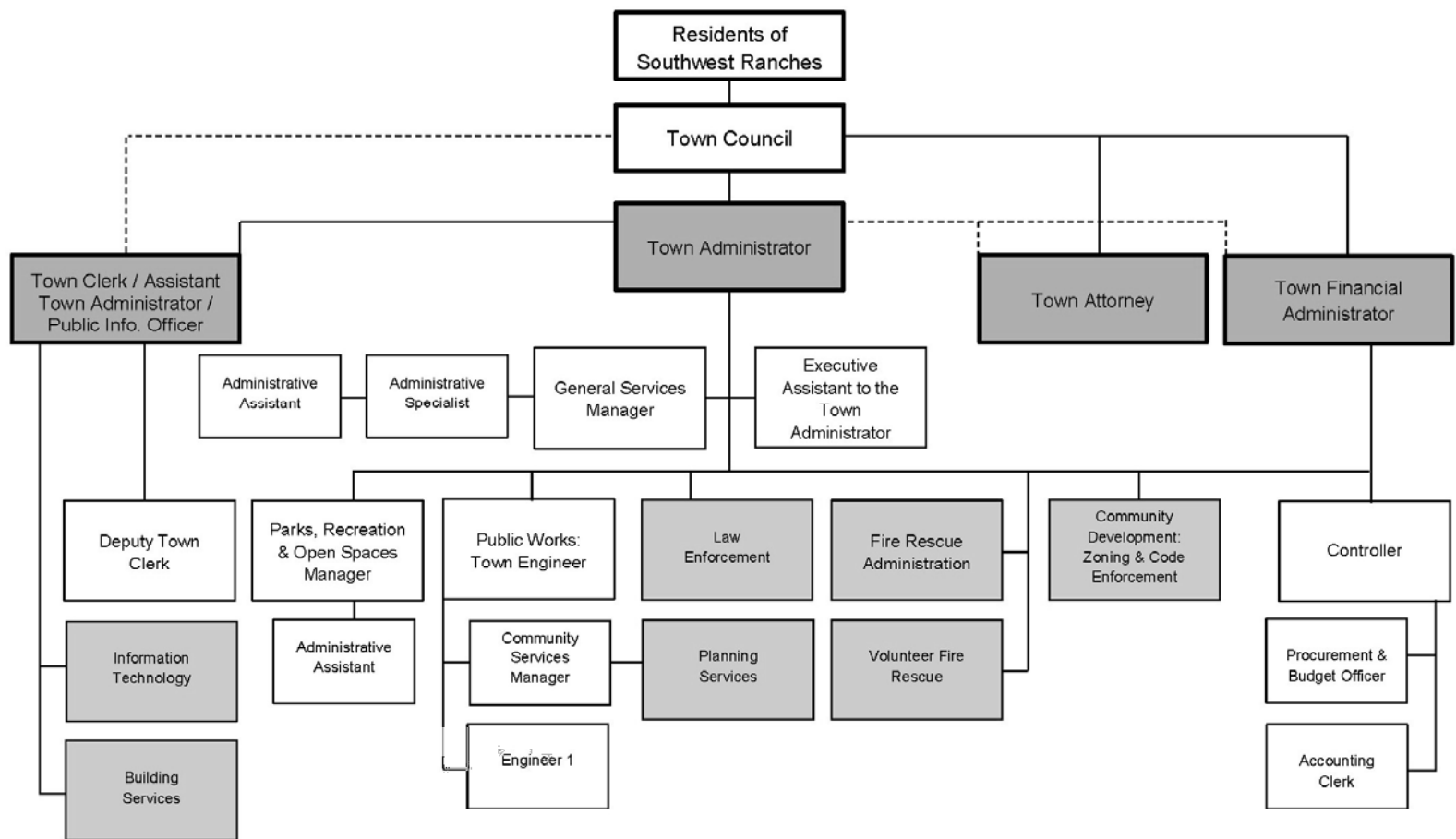
**Based On Consultant Study**

Assessment	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Unit	Total Adopted Rates FY 17/18	Total Assessed Rates FY 16/17	Difference: Increase
A	- 41,200	405	\$ 250.10	\$ 205.34	\$ 455.44	\$ 389.65	\$ 65.79
B	41,201 46,999	423	\$ 250.10	\$ 240.98	\$ 491.08	\$ 409.45	\$ 81.62
C	47,000 62,999	411	\$ 250.10	\$ 291.87	\$ 541.97	\$ 433.30	\$ 108.66
D	63,000 95,999	446	\$ 250.10	\$ 314.37	\$ 564.47	\$ 445.84	\$ 118.63
E	96,000 106,999	452	\$ 250.10	\$ 355.37	\$ 605.47	\$ 469.34	\$ 136.13
F	107,000 >107,000	431	\$ 250.10	\$ 433.50	\$ 683.60	\$ 510.01	\$ 173.59

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2018 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	\$ 69,487	87%	\$ 60,454	5%	\$ 3,474	8%	\$ 5,559
Attorney	\$ 570,000	87%	\$ 495,900	5%	\$ 28,500	8%	\$ 45,600
Executive	\$ 432,121	70%	\$ 302,485	15%	\$ 64,818	15%	\$ 64,818
Finance	\$ 372,063	70%	\$ 260,444	15%	\$ 55,809	15%	\$ 55,809
Clerk	\$ 185,181	88%	\$ 162,959	5%	\$ 9,259	7%	\$ 12,963
Public Works	\$ 242,411	98%	\$ 237,563	1%	\$ 2,424	1%	\$ 2,424
Code Enforce.	\$ 153,700	52%	\$ 79,924	40%	\$ 61,480	8%	\$ 12,296
PROS	\$ 107,826	100%	\$ 107,826	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 2,132,789</b>		<b>\$ 1,707,555</b>		<b>\$ 225,765</b>		<b>\$ 199,469</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.



## Personnel Complement

		FY 2017		FY 2018	
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	-	5	-	5
	Executive	4	1	4	1
	Finance	4	-	4	-
	Town Clerk	2	-	2	-
	Public Works: Engineering & Community Services	2.5	-	2.5	-
	Parks, Rec & Open Space	1	1	1	1
Transportation Fund	Public Works: Engineering & Community Services	0.5	-	0.5	-
<b>Total all funds</b>		<b>14</b>	<b>7</b>	<b>14</b>	<b>7</b>



## 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.



2017 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Tara Darlene Canhos*

**FY 2017-2018**

## General Fund Summary Fiscal Year 2018

### FY 2017 Estimated

Estimated Total Revenues	11,167,635
Estimated Expenditures & Encumbrances	<u>(10,932,501)</u>
Estimated FY 2017 Year End Difference	<u><u>235,134</u></u>

### FY 2018 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2016	2,484,910
Estimated FY 2017 Year End Difference	235,134
Appropriated Fund Balance FY 2017	(72,695)
Restricted Fund Bal for Build. Technology FY 2017	<u>(7,828)</u>
Projected Unassigned Fund Balance 9/30/2017	2,639,521
Appropriated Fund Balance FY 2018	(198,210)
Appropriated Restricted Fund Balance FY 2018	<u>49,785</u>
Projected Unassigned Fund Balance 9/30/2018	<u><u>2,491,096</u></u>

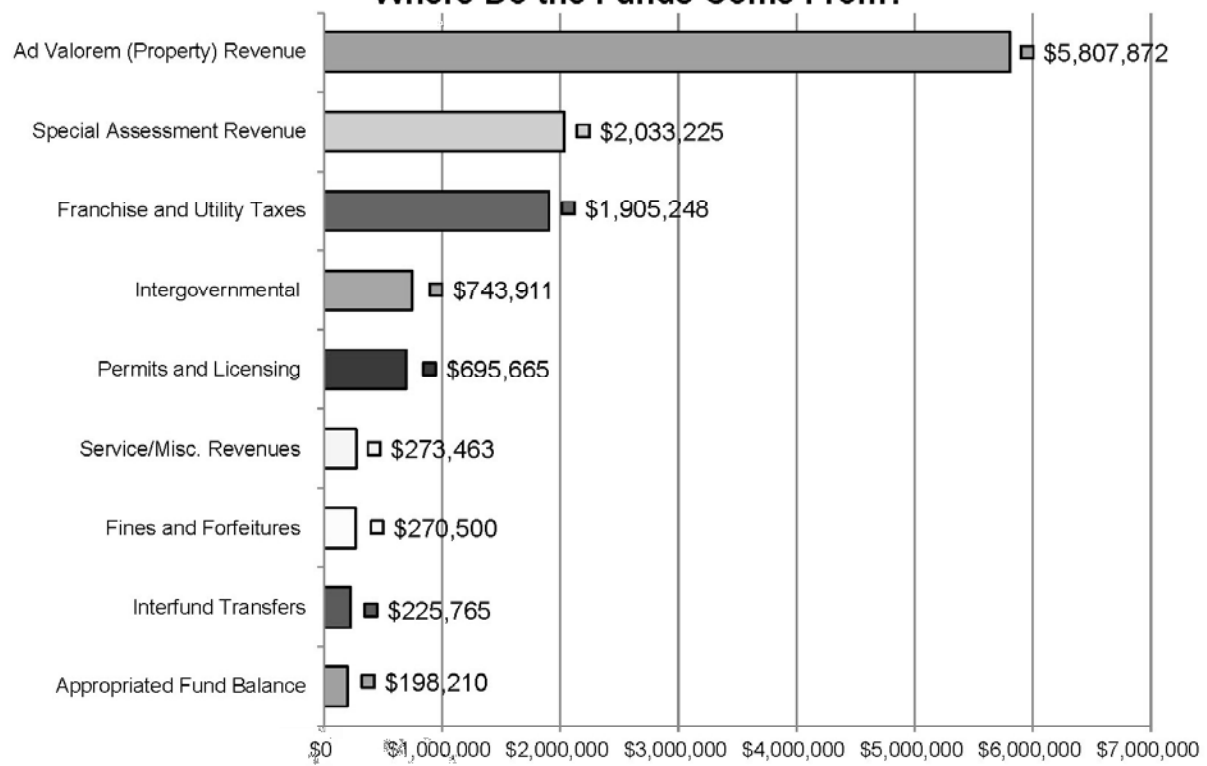
### FY 2018 Budget Summary

<b>Adopted Revenues</b>	
Property Tax	5,807,872
Utility and Franchise Taxes	1,905,248
Permits/Licenses/Inspections	695,665
Intergovernmental Revenues	743,911
Services Revenues	136,700
Fines & Forfeitures	270,500
Miscellaneous Revenues	2,395,753
Appropriated Fund Balance	<u>198,210</u>
<b>Total Revenue</b>	<u><b>12,153,859</b></u>

<b>Adopted Expenditures</b>	
Personnel Costs	1,414,089
Operating Items	8,105,066
Capital Outlay	342,579
Non-Operating Expenses	<u>2,292,125</u>
<b>Total Expenditures</b>	<u><b>12,153,859</b></u>

Note: There is an additional \$1,062,496 in Non-spendable, Committed and Restricted Fund Balance in the General Fund as of 9/30/2016

**Total General Fund \$12,153,859**  
**Where Do the Funds Come From?**





## GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
311-31110	Current & Delinquent Real/Pers. Property	4,788,464	5,106,037	5,455,885	5,427,391	5,807,872
<b>TOTAL</b>	<b>Total Ad valorem Property Taxes</b>	<b>4,788,464</b>	<b>5,106,037</b>	<b>5,455,885</b>	<b>5,427,391</b>	<b>5,807,872</b>
314-31410	Electric Utility	783,904	798,646	760,284	792,205	831,815
314-31480	Gas Utility	34,877	36,372	32,929	34,203	32,493
315-31500	Communications Services Taxes	393,540	391,584	371,541	371,295	380,347
<b>TOTAL</b>	<b>Utility Fees</b>	<b>1,212,320</b>	<b>1,226,601</b>	<b>1,164,755</b>	<b>1,197,703</b>	<b>1,244,655</b>
323-32310	Electric Franchise	585,282	594,422	566,321	569,651	609,527
323-32370	Solid Waste Franchise	28,788	10,455	26,600	48,158	43,611
323-32395	Towing Franchise	7,589	9,162	7,200	7,100	7,455
<b>TOTAL</b>	<b>Franchise Fees</b>	<b>621,659</b>	<b>614,038</b>	<b>600,121</b>	<b>624,909</b>	<b>660,592</b>
316-31600	Business Tax Receipts	7,883	7,729	7,000	7,661	7,661
322-32200	Building Permits - Regulatory Fees	42,891	52,550	27,273	36,364	34,091
322-32207	Building Permits - Contractor	360,956	478,003	272,727	363,636	340,909
322-32225	Building Permits - SWR	120,319	159,499	90,909	121,212	113,636
322-32240	Building Permits - Admin Fees	69,359	66,681	28,275	32,828	31,818
322-32290	Fire Inspection Service & Fees	12,097	14,027	12,000	13,830	12,500
329-32901	Planning & Zoning Review Fees	83,346	106,491	104,300	112,500	100,000
329-32905	In House Engineering Fees	72,110	65,329	55,000	55,000	53,900
329-32909	Lobbyist Fees / Registrations	100	300	150	350	150
329-32910	Certificate of Use Registration	960	2,630	1,000	1,280	1,000
<b>TOTAL</b>	<b>Permits/Licenses/Inspection</b>	<b>770,021</b>	<b>953,238</b>	<b>598,634</b>	<b>744,661</b>	<b>695,665</b>
331-33120	U.S. Public Safety Grant	40,731	-	-	-	128,641
331-33126	U.S. Public Safety Grant-FDLE	760	1,000	2,500	-	-
335-33512	State Revenue Sharing (Sales Tax)	122,990	121,823	128,317	120,227	123,463
335-33515	Beverage License	1,994	1,994	1,500	1,994	1,994
335-33518	State 1/2 Cent Sales Tax	475,042	483,380	493,448	487,319	489,813
<b>TOTAL</b>	<b>Intergovernmental - Federal/State</b>	<b>641,519</b>	<b>608,198</b>	<b>625,765</b>	<b>609,540</b>	<b>743,911</b>
341-34191	Election Qualifying Fees	-	500	-	-	200
342-34260	Ambulance Fees	120,424	151,240	124,000	134,144	126,000
347-34720	Parks/Rec & Open Spaces Serv Charge	3,855	11,047	10,000	11,000	10,500
<b>TOTAL</b>	<b>Services Revenues</b>	<b>124,279</b>	<b>162,787</b>	<b>134,000</b>	<b>145,144</b>	<b>136,700</b>
351-35150	Traffic Judgment/Fines	141,736	113,386	125,000	109,507	117,000
354-35402	False Alarm Fines	14,232	6,600	6,000	13,550	8,500
358-35820	Law Enforcement Seizures	1,530	-	-	1,108	-
359-35901	Code Enforcement/Lien Recovery	195,903	92,697	150,000	81,083	130,000
359-35902	Code Enforcement/Lien Recovery-Legal	21,475	89,613	10,000	31,251	15,000
<b>TOTAL</b>	<b>Fines &amp; Forfeitures</b>	<b>374,876</b>	<b>302,295</b>	<b>291,000</b>	<b>236,499</b>	<b>270,500</b>
324-32461	Impact Fee-Residential-Parks/Recreation	6,075	7,884	-	4,872	2,436
325-32520	Special Assessment Fire	1,842,456	1,728,689	1,747,757	1,747,757	2,033,226
361-36110	Interest Earnings	18,178	16,656	12,000	30,364	39,375
362-36210	Cell Tower	64,184	59,031	55,472	61,952	63,451
364-36400	Disposition of Fixed Assets	8,206	165	-	19,250	-
366-36620	Contrib/Donation for Educa/Scholarships	7,500	10,700	7,500	17,510	7,500
369-36990	Other Misc Revenues	8,169	21,397	12,000	21,961	24,000
382-38240	Reimbursement/Contrib from Solid Waste	168,833	185,828	205,427	205,427	225,765
399-39900	Appropriated Fund Balance	-	-	65,195	72,695	198,210
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>2,123,601</b>	<b>2,030,349</b>	<b>2,105,351</b>	<b>2,181,788</b>	<b>2,593,963</b>
<b>GRAND TOTAL</b>		<b>10,656,737</b>	<b>11,003,544</b>	<b>10,975,510</b>	<b>11,167,635</b>	<b>12,153,859</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 1.0311%.

For FY 2017, the Town of Southwest Ranches' Mayor and Town Council adopted a total rate of 4.4629 representing the Town's operating rate of 4.0579 plus an on-going TSDOR CIP rate of 0.4050. For FY 2018, the Town of Southwest Ranches adopted a total rate of 4.4629 representing the Town's operating rate of 4.1017 plus 0.3612 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 \$744,661 in General Fund revenues for FY 2017 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 \$609,540 in General Fund revenues for FY 2017 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 2018 general fund fines and forfeitures are adopted at \$270,500.

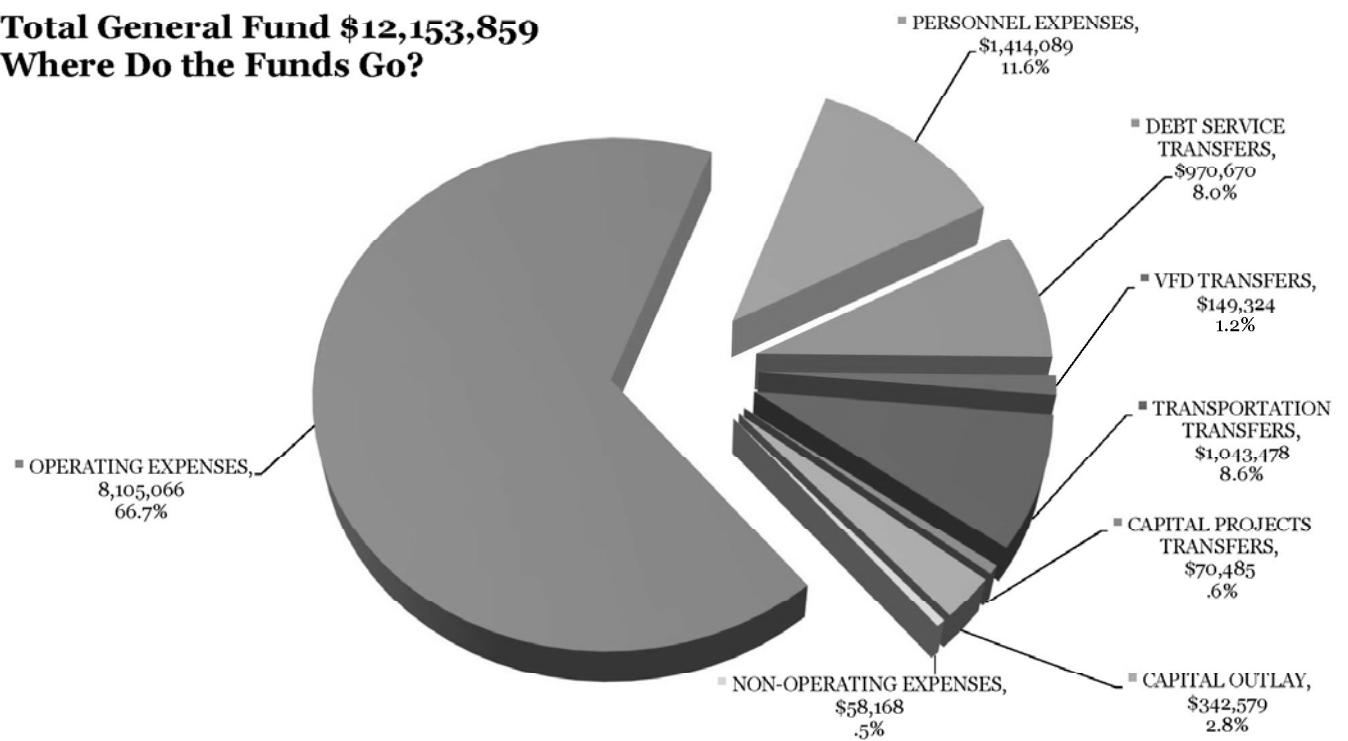
**Miscellaneous Revenues**

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 2017, staff anticipates \$2,109,093 in miscellaneous revenues. In FY 2018 staff projects \$2,395,753 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, if necessary. In FY 2017, staff anticipates the use of \$72,695 in unassigned fund balance. For FY 2018 Town proposes the use of \$148,425 in unassigned General Fund Fund Balance and \$49,785 in restricted General Fund Fund Balance.

**Total General Fund \$12,153,859**  
**Where Do the Funds Go?**



## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
12100	Regular Salaries & Wages	916,099	1,014,324	1,089,836	1,070,150	1,128,532
13100	Part-Time Salaries & Wages	70,526	44,124	25,444	23,400	25,799
14100	Overtime	-	84	5,069	687	1,103
21100	Payroll Taxes	68,857	73,254	81,652	79,654	84,336
22100	Retirement Contribution	40,262	46,432	59,715	58,236	61,425
23100	Life & Health Insurance	77,822	77,079	75,596	82,132	93,154
24100	Workers Compensation	10,166	10,659	9,276	9,276	14,741
25100	Unemployment Compensation	3,850	-	5,000	-	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>1,187,583</b>	<b>1,265,956</b>	<b>1,351,588</b>	<b>1,323,535</b>	<b>1,414,089</b>
31010	Professional Services	188,220	171,327	203,600	193,000	198,850
31020	Lawsuits and Prosecutions	304,435	280,746	295,000	244,000	300,000
31030	Lawsuits - Code Enforcement	72,699	96,264	50,000	115,000	95,000
31040	Lawsuits - Planning and Zoning	10,378	5,775	7,500	13,000	10,000
31090	Lobbyist	42,135	42,090	42,500	42,500	48,000
32100	Accounting and Auditing	37,618	47,101	52,723	43,158	57,009
34100	Other Contractual Services	5,420,715	5,708,403	5,727,885	5,781,698	6,404,950
34300	Other Contractual Svcs - P&Z Permits	53,724	66,296	69,300	53,780	61,000
34310	Other Contractual Svcs - P&Z Hearings	28,414	31,609	35,000	60,000	40,000
34320	Other Contractual Svcs - P&Z Town Req	10,147	31,801	17,250	12,000	17,250
34330	Other Contractual Svcs - P&Z Land Use	23,490	23,119	20,000	19,000	22,500
40100	Mileage Reimbursement	-	53	1,700	300	1,450
41100	Telecommunications	27,478	26,775	28,160	26,800	25,550
42100	Postage	19,764	18,930	24,000	20,000	23,000
43100	Electricity	32,473	26,418	36,000	32,500	34,600
43110	Water & Sewer	19,444	25,501	19,410	17,900	19,700
44020	Building Rental/Leasing	1,777	3,769	4,800	3,580	2,896
44030	Equipment Leasing	20,121	19,308	21,500	23,000	21,500
45100	Property and Liability Insurance	90,447	99,779	114,743	104,687	113,714
46010	Maintenance Service/Repair Contracts	13,030	12,942	15,000	12,382	30,192
46020	Building Maintenance	17,630	21,282	18,000	20,500	24,500
46030	Equipment Maintenance	26,810	28,313	32,940	33,940	33,940
46040	Grounds Maintenance-Parks	131,396	178,523	211,000	211,000	231,800
46050	Tree Maintenance/Preservation	26,025	22,802	31,500	31,500	31,500
46060	Lake Maintenance	11,615	15,780	15,780	15,780	15,780
46110	Miscellaneous Maintenance	19,129	30,408	43,270	42,520	26,770
46120	Vehicle Maintenance	18,229	19,078	21,000	21,000	19,000
46500	Software Maintenance	20,306	32,614	31,800	31,500	36,850
48100	Promotional Activities/Newsletter	24,313	23,803	25,000	23,953	25,000
48110	Promotional Activities/Town Events	20,216	23,957	22,500	20,000	22,500
49100	Other Current Charges	29,006	4,300	24,000	9,750	7,750
49110	Legal Advertisement	8,910	11,793	9,500	11,000	12,000
51100	Office Supplies	19,737	25,082	21,500	21,500	21,500
52140	Uniforms	1,175	1,489	2,500	2,000	2,000
52160	Gasoline	10,617	11,623	20,000	14,500	16,000
52900	Miscellaneous Operating Supplies	17,146	8,478	8,500	6,000	7,500

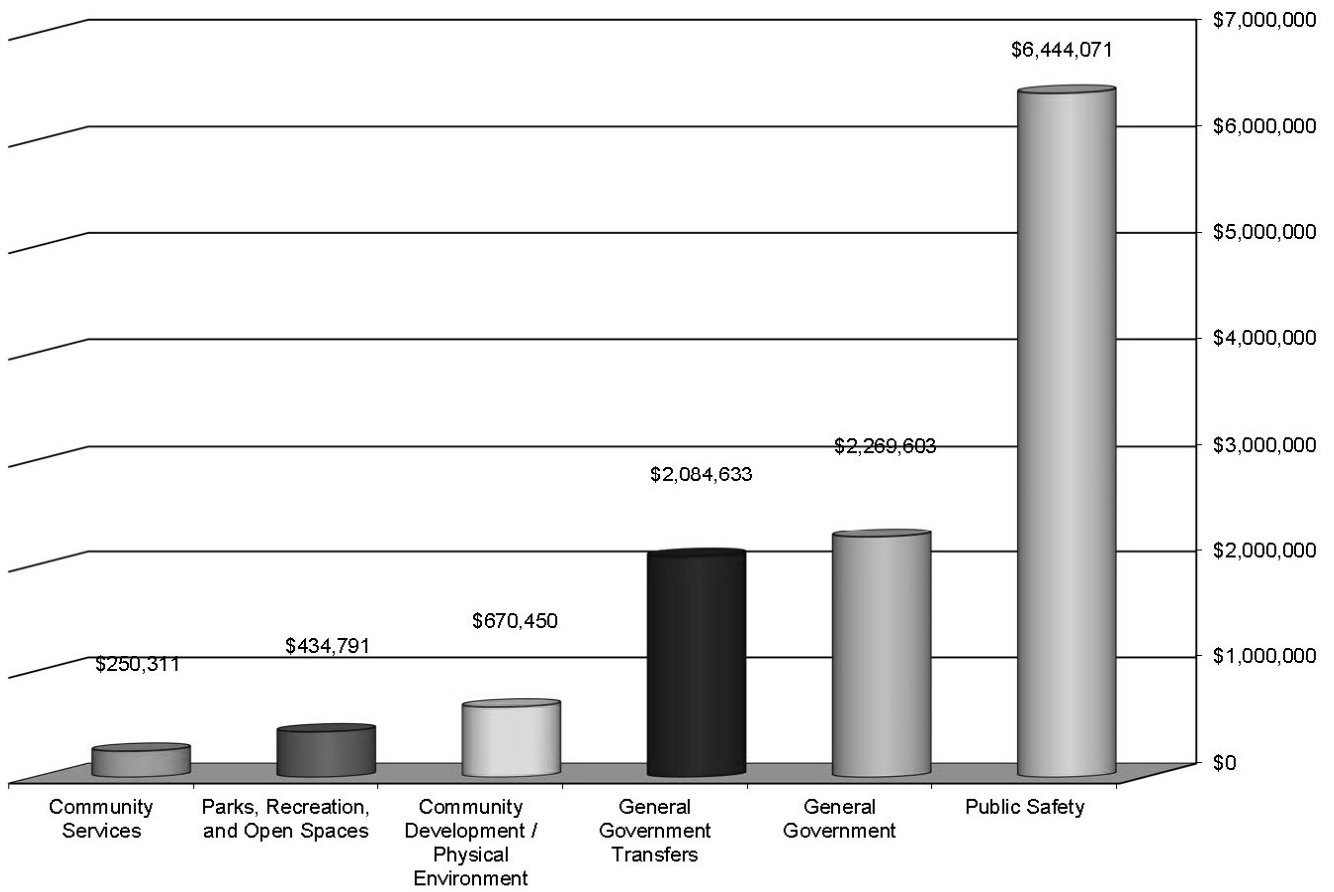
## GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
54100	Subscriptions and Memberships	6,974	6,312	11,065	9,931	11,065
55100	Training and Education	40,993	4,771	15,328	11,828	15,350
55200	Conferences and Seminars	4,715	8,434	16,500	15,000	17,100
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>6,871,449</b>	<b>7,216,847</b>	<b>7,367,754</b>	<b>7,371,487</b>	<b>8,105,066</b>
63100	Infrastructure - General	5,500	-	-	-	-
63120	Infrastructure - Fire Wells	14,000	21,095	15,000	30,000	30,000
64100	Machinery and Equipment	77,912	56,245	60,640	50,365	312,579
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>97,412</b>	<b>77,339</b>	<b>75,640</b>	<b>80,365</b>	<b>342,579</b>
82100	Aid to Private Organizations	12,347	14,977	12,600	22,610	14,600
91101	Transfers to Transportation Fund	794,139	1,012,341	913,393	913,393	1,043,478
91102	Transfers to Volunteer Fire Fund	133,837	105,899	144,914	144,914	149,324
91201	Transfers to Debt Service Fund	732,790	2,356,487	938,347	938,347	970,670
91301	Transfers to Capital Projects Fund	109,027	607,500	137,850	137,850	70,485
99100	Contingency-Operating	-	-	33,424	-	43,568
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>1,782,139</b>	<b>4,097,204</b>	<b>2,180,528</b>	<b>2,157,114</b>	<b>2,292,125</b>
<b>TOTAL</b>	<b>GENERAL FUND</b>	<b>9,938,584</b>	<b>12,657,347</b>	<b>10,975,510</b>	<b>10,932,501</b>	<b>12,153,859</b>

## General Fund Expenditure Summary by Department

Department	FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Legislative	126,331	130,871	135,075	142,585	143,087
Town Attorney	539,869	534,601	522,500	537,000	570,000
Executive	434,413	451,962	489,122	475,861	505,271
Finance	278,215	337,629	430,189	395,086	438,872
Town Clerk	216,311	239,789	230,832	232,996	226,181
Building Services	399,129	530,553	300,000	400,000	375,000
Code Dev : Code Enforce & Zoning	190,749	198,008	202,100	185,580	214,700
Planning Services	62,312	86,529	74,250	92,000	80,750
Public Works : Engineering & C.S.	206,870	205,237	228,422	234,705	250,311
Public Safety - Police	2,276,308	2,342,221	2,465,464	2,411,777	2,670,000
Public Safety - Fire Admin+VF Svcs	3,003,184	2,951,243	3,131,635	3,106,090	3,774,071
Parks, Recreation and Open Spaces	286,489	361,554	424,614	418,832	434,791
Non-Departmental	1,918,405	4,287,150	2,341,307	2,299,989	2,470,825
<b>Total</b>	<b>9,938,584</b>	<b>12,657,347</b>	<b>10,975,510</b>	<b>10,932,501</b>	<b>12,153,859</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 2017			Adopted FY 2018		
	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 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 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	4,820	4,820	4,820
24100	Workers Compensation	1,100	1,100	1,155	1,155	1,668
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>68,920</b>	<b>68,920</b>	<b>68,975</b>	<b>68,975</b>	<b>69,487</b>
31090	Lobbyist	42,135	42,090	42,500	42,500	48,000
40100	Mileage Reimbursement	-	-	1,000	-	1,000
49100	Other Current Charges	286	2,694	2,000	2,000	2,000
54100	Subscriptions and Memberships	1,473	1,137	2,500	2,500	2,500
55200	Conferences & Seminars	1,171	1,054	4,000	4,000	4,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>45,065</b>	<b>46,974</b>	<b>52,000</b>	<b>51,000</b>	<b>57,500</b>
82100	Other Grants/Aid	12,347	14,977	12,600	22,610	14,600
99100	Contingency	-	-	1,500	-	1,500
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>12,347</b>	<b>14,977</b>	<b>14,100</b>	<b>22,610</b>	<b>16,100</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>126,331</b>	<b>130,871</b>	<b>135,075</b>	<b>142,585</b>	<b>143,087</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
82100	\$10,010	Higher SEAB scholarships (offset 100% by fund raising revs)

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
31090	\$5,500	Budgeted increase for Lobbyist/State Grant oversight services
82100	(\$8,010)	Primarily reduction in budget provision for SEAB scholarships

## **Town Attorney Department**

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

Town Attorney Departmental Services ("Town Attorney") are provided to the Town of Southwest Ranches through a contractual agreement. Additionally, the Town Attorney advises the Southwest Ranches Volunteer Fire Rescue, Inc. (a blended component unit of the Town in accordance with generally accepted governmental standards) on contractual and staffing matters. The Town Attorney and his staff work closely with the Town Administrator and Town Staff to accomplish the goals of the Mayor and Town Council. The Town Attorney is a Charter Officer who reports directly to the Town Council. He and the other attorneys within the firm provide legal counsel and representation on all legal 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, Town Financial 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 & zoning, code enforcement, ethics, debt, public records and matters unique to the Town. The Town Attorney also oversees all litigation including those pertaining to liens, foreclosures and lawsuits filed by and against the Town.

### **FY 2016/2017 Accomplishments:**

- Assisted in obtaining \$300,000 in appropriation funding from the State of Florida for a Stirling Road Guardrail construction improvement program (CIP).
- Provided ongoing legal assistance with the Transportation Surface & Drainage Ongoing Rehabilitation (TSDOR) CIP program, including 190<sup>th</sup> Extension.
- Collected, with the assistance of Code Enforcement, approximately \$112,000 in code enforcement fines.
- Worked on Capital Project contracts, and implementation.
- Drafted numerous procurements and related contracts.
- Protected Town's legal interests relating to its sovereignty.
- Worked on issues relating to telecommunication.
- Worked on issues relating to sober homes.
- Worked on issues relating to cannabis regulations.
- Successfully concluded several municipal litigations including New Testament Baptist Church and the runway case.
- Completed prototype barn and permitting process.
- Worked on Public Safety – Police and fire contract extension and related issues.
- Completed Charter Officials contract renegotiations.

**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 2017/2018 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 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Account Description					
31010	Professional Services	152,357	151,815	170,000	165,000	165,000
31020	Lawsuits & Prosecutions - General	304,435	280,746	295,000	244,000	300,000
31030	Lawsuits - Code Compliance	72,699	96,264	50,000	115,000	95,000
31040	Lawsuits - Planning & Zoning	10,378	5,775	7,500	13,000	10,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>539,869</b>	<b>534,601</b>	<b>522,500</b>	<b>537,000</b>	<b>570,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>539,869</b>	<b>534,601</b>	<b>522,500</b>	<b>537,000</b>	<b>570,000</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
31020	(\$51,000)	Lower lawsuits/litigation than anticipated
31030	\$65,000	Higher code compliance cases than anticipated
31040	\$5,500	Higher P&Z legal professional services than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
31020	\$56,000	Higher lawsuits/litigation (Pembroke Pines) anticipated in FY 18
31030	(\$20,000)	Annual provision for estimated Code Compliance legal expense

# Executive Department

## Services, Functions, and Activities:

The Town Administrator as the head of Town Governance, provides centralized oversight and management to all Town Departments' staff, programs, services and operations. The Executive Department team includes the General Services Manager/Emergency Manager, the Executive Assistant to the Town Administrator, and the Front Desk Customer Service Team consisting of the Administrative Specialist, Administrative Assistant 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.

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

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

## Fiscal Year 2016/2017 Accomplishments: (\* - strategic plan initiative)

- Successfully negotiated a combined contract for Police and Emergency Fire Rescue services for the Town with the Town of Davie. \*
- Reduction of Building Department Fees.\*
- Transition of Cap Building Inspectors from the Weston Office to Town Hall.
- Successfully secured a new vendor for Solid Waste, Recycling and Bulk services through the Towns RFP process. \*
- Renewed Emergency Disposal and Monitoring contracts with 4 vendors. \*
- Conducted Hurricane exercises with staff, developed Emergency Management procedures for the Town. \*
- Traffic Study & Resolution of Griffin Road 345 and SW 188<sup>th</sup> Traffic concerns. \*
- Continuation of the Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program. \*
- Agreement for the solicitation of funds for Trailside Founders Park. \*
- SW 190<sup>th</sup> Avenue extension completion. \*
- Sale of the Quantum Pumper – Engine 82. \*
- Negotiated Guardrails along Griffin Road with Broward County. \*
- Completed Guardrails along Griffin Road. \*
- Various Drainage Improvements throughout the Town. \*
- Three (3) Entranceway Signs, completing a multi-year project.
- Traffic Calming along Stirling Road. \*

- Employee manual completed. \*
- Purchasing policy manual completed. \*
- New Landscaping\Beautification at Town Hall.
- Rolling Oaks Barn Facility rental increased revenue from year to year by 187%. \*

#### **Issues:**

- Continuing management of the TSDOR capital improvement project.
- Explore opportunities for the former CCA property
- Increase training opportunities for Staff.
- Pursue grants and other funding options to increase operational effectiveness.

#### **Fiscal Year 2017/2018 Performance Objectives: (\* - strategic plan initiative)**

- Secure opportunities for the former CCA property. \*
- Modular Building for Emergency Fire Services. \*
- Secure vendor for Fire Well installation and repairs. \*
- Continue to work on Policy and Procedures project.
- Long-term development of the TSDOR-roadway repaving plan. \*
- Update existing as well as implementation of new Administrative Policies and Procedures.
- Update and continue to improve Emergency Management Plans. \*
- Locate and secure a site for a permanent Public Safety Building/EOC. \*
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

#### **Personnel Complement:**

Position Title	Adopted FY 2017			Adopted FY 2018		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Administrator (TA)	1			1		
General Services Manager	1			1		
Executive Assistant to TA**	1			1		
Administrative Specialist	1			1		
Administrative Assistant		1			1	
<b>Total</b>	<b>4</b>	<b>1</b>		<b>4</b>	<b>1</b>	

\*\* Note: Title change recommended and adopted from Administrative Coordinator to Executive Assistant to Town Administrator.

## Executive Department Expenditures

Line Item Prefix: 001-1400-512-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Code Suffix	Object Description					
12100	Regular Salaries & Wages	297,030	316,126	327,186	327,862	341,899
13100	Part-Time Salaries & Wages	5,257	-	13,978	13,000	14,333
14100	Overtime	-	-	3,169	-	-
21100	Payroll Taxes	20,401	20,476	23,272	23,007	24,183
22100	Retirement Contribution	16,267	18,198	19,878	19,753	20,455
23100	Life & Health Insurance	31,016	31,301	28,301	28,232	29,978
24100	Workers Compensation	1,320	630	688	688	1,274
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>371,290</b>	<b>386,732</b>	<b>416,472</b>	<b>412,542</b>	<b>432,121</b>
31010	Professional Services	7,055	3,500	4,500	4,500	4,500
40100	Mileage Reimbursement	-	-	150	-	150
42100	Postage - Newsletter	9,890	10,579	12,000	10,000	12,000
48100	Promotional Activities / Newsletter	24,313	23,803	25,000	23,953	25,000
48110	Promotional Activities / Town Events	20,216	23,957	22,500	20,000	22,500
54100	Subscriptions and Memberships	1,450	1,236	2,000	1,366	2,000
55100	Training and Education	199	796	2,000	1,000	2,000
55200	Conferences and Seminars	-	1,359	3,000	2,500	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>63,123</b>	<b>65,230</b>	<b>71,150</b>	<b>63,319</b>	<b>71,650</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>434,413</b>	<b>451,962</b>	<b>489,122</b>	<b>475,861</b>	<b>505,271</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
14100	(\$3,169)	No overtime anticipated for current year

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
12100	\$14,037	Increase primarily for recommendations pursuant to compensation study
48110	\$2,500	Increase due to Special Issue newsletter anticipated in FY 18



# 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 and Town Council communications, 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 2016/2017 Accomplishments (\*strategic plan initiatives):**

- Timely filed an award eligible Comprehensive Annual Financial Report (CAFR) for FY 2016 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 and consolidated the existing Town Disability Insurance carrier to a lower renewal cost.
- Successfully migrated the FY 2017 residential Fire Assessment and Solid Waste/ Recycling fees to the Property Appraiser.
- Invoiced, expanded, collected as well as streamlined public hearing cost recovery/public hearing matters with the assistance of Code Enforcement, Engineering and Legal Departments\*.
- Efficiently managed the Townwide Defined Contribution retirement program.
- Finished instituting vendor controls to comply with federal requirements.
- Fully integrated a purchasing policy manual comprising all the existing Towns procurement codifications.
- Continued to successfully manage a segregated operating millage into two components: Regular operating and TSDOR\*.
- Successfully in compliance with newly revised and imposed debt service covenants.
- Evaluated then reported to Council best offer Public Safety Fire and Police contract alternatives ultimately resulting in an overall synchronized, 5-year Public Safety agreement with the Town of Davie.
- Participated in securing a new vendor for Solid Waste, Recycling and Bulk services through the Towns formal procurement process.
- Provided Emergency Management reimbursement document training to Staff.

**Issues:**

- Southwest Ranches Volunteer Fire Rescue, Inc. (a blended component unit), a number of 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 2017/2018 Performance Objectives:**

- To assist with the timing of funding for newly approved Transportation capital project infrastructure (TSDOR and State Appropriation Grant) 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.
- Implement and comply with all financial aspects of the new Public Safety Fire and Police Services contract with the Town of Davie.
- Implement and comply with all financial aspects of the new Solid & Bulk Waste and Recycling services contract.
- Continue to facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

	Adopted FY 2017			Adopted FY 2018		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Financial Administrator	1			1		
Controller	1			1		
Procurement & Budget Officer	1			1		
Accounting Clerk	1			1		
<b>Total</b>	<b>4</b>			<b>4</b>		

## Finance Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Code Suffix	Object Description					
12100	Regular Salaries & Wages	175,132	235,822	300,163	279,634	298,896
13100	Part-Time Salaries & Wages	30,554	-	-	-	-
14100	Overtime	-	84	1,327	687	1,103
21100	Payroll Taxes	14,708	16,672	22,078	20,458	21,964
22100	Retirement Contribution	7,029	11,956	17,763	16,400	17,633
23100	Life & Health Insurance	10,329	21,940	25,137	25,851	31,396
24100	Workers Compensation	825	460	598	598	1,072
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>238,576</b>	<b>286,934</b>	<b>367,066</b>	<b>343,628</b>	<b>372,063</b>
32100	Accounting and Auditing	37,618	47,101	52,723	43,158	57,009
40100	Mileage Reimbursement	-	-	100	-	-
49100	Other Current Charges	21	845	1,000	1,000	1,000
54100	Subscriptions and Memberships	1,125	985	2,500	2,000	2,000
55100	Training and Education	264	40	1,800	1,800	1,800
55200	Conferences and Seminars	611	1,724	3,500	3,500	3,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>39,639</b>	<b>50,695</b>	<b>61,623</b>	<b>51,458</b>	<b>65,309</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>278,215</b>	<b>337,629</b>	<b>430,189</b>	<b>395,086</b>	<b>438,872</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
12100	(\$20,529)	Lower due to vacancy of Procurement Officer position for half year
32100	(\$9,565)	Lower auditing expenses than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
12100	\$19,262	Increase to provide for a full year of service of the Procurement Officer
23100	\$5,545	Increase due to greater participation during open enrollment
32100	\$13,851	Increase to accommodate a State and Federal single audit

## **Town Clerk Department**

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

The Town Clerk and Deputy Town Clerk provide 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 contract, Information Technology oversight, as well as oversight of the building permit process which requires the coordination of the Engineering, Zoning and Planning function along with the Town's contracted vendor for building department services, 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. The Deputy Town Clerk also serves as the Staff Liaison for the School and Education Advisory Board (SEAB). Information Technology responsibilities comprise active management of daily computer resource reliability and efficient utilization. It also includes managing the Interlocal, Information Technology Agreement for services with the City of Tamarac. Also within the scope of this responsibility are tasks such as evaluating, managing, planning, budgeting for information technology needs, as well as managing Town website content.

### **Fiscal Year 2016/2017 Accomplishments:**

- Acquired and successfully commenced implementing a Geographic Information System (GIS) to improve service delivery.
- Successfully migrated several hundred permit files from Town's building permit services provider Cap Government, Inc. which date back to 2006 into the Town's enterprise records management system.
- Enhanced the multimedia capabilities in Council Chambers with the acquisition of new LED mics, new projectors, and a new PC.
- Successful migration to a new Voice Over Internet Protocol telephone service and secondary internet service provider at a lower monthly cost than previous provider.
- Provided an effective succession plan strategy by reclassifying the Records Coordinator position to Deputy Town Clerk.
- Deputy Town Clerk conferred the Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC).
- Provided records management training to all Staff members.
- Consolidated Town's assets and records into one storage unit.

- Received, processed and completed a total of 32 public records requests from October 1, 2016 to March 6, 2017 while acknowledging these requests within 2 business days 97% of the time, exceeding departmental performance measures outlined in the Town's Strategic Plan.
- Posted 21 number of meeting notices at least 2 days prior to meeting 100% of the time in conformance with the departmental performance measure outlined in the Town's Strategic Plan.
- All approved Regular Town Council Meetings, Special Town Council Meetings and Advisory Board minutes have been posted online.

#### **Issues:**

- Significant investment in information technology required to fund replacement program to include computers, servers, and peripherals.
- Full utilization of an electronic agenda by Town Council highly desirable.
- Digitization of closed planning contractor permit files.
- Development of a written general public records and email retention policy.
- Town should also have a written disaster plan policy on how records will be preserved during a severe weather event.

#### **Fiscal Year 2017/2018 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.

**Personnel Complement:**

	Adopted FY 2017			Adopted FY 2018		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Clerk	1			1		
Deputy Town Clerk	1			1		
Total	2			2		

## Town Clerk Department Expenditures

Line Item prefix: 001-1800-512-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	149,996	170,907	145,288	145,565	154,875
13100	Part-Time Salaries & Wages	-	6,721	-	-	-
21100	Payroll Taxes	9,623	11,672	11,114	11,136	11,848
22100	Retirement Contribution	7,867	10,060	9,364	9,378	9,844
23100	Life & Health Insurance	14,243	7,588	7,382	7,533	8,060
24100	Workers Compensation	825	342	284	284	554
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>182,555</b>	<b>207,290</b>	<b>173,432</b>	<b>173,896</b>	<b>185,181</b>
34100	Other Contractual Services	19,540	8,929	32,500	32,500	13,250
40100	Mileage Reimbursement	-	-	100	100	100
46500	Software Maintenance	1,850	7,944	7,800	7,500	7,650
49100	Other Current Charges	1,735	-	1,000	3,000	1,000
49110	Legal Advertisement	8,910	11,793	9,500	11,000	12,000
54100	Subscriptions and Memberships	1,063	1,282	1,500	1,500	2,000
55100	Training and Education	50	1,485	2,000	1,500	2,000
55200	Conferences and Seminars	608	1,067	3,000	2,000	3,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>33,756</b>	<b>32,499</b>	<b>57,400</b>	<b>59,100</b>	<b>41,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>216,311</b>	<b>239,789</b>	<b>230,832</b>	<b>232,996</b>	<b>226,181</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
49100	\$2,000	Increase due to higher than anticipated election costs

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
34100	(\$19,250)	Decrease due to Digitization of Building records in prior year
49100	(\$2,000)	Lower as no election expenses are anticipated



## **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 relating to permitting that affect 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 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 2016/2017 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.
- Due to increase activity of the building permits and inspections (approximately 35% increase) it has lead us to hire additional staffing in order to make the process of permitting quicker and easier. Added in-house permit technicians, inspectors and plan examiners. Also, met with the clients to help them thru the process.

- Continued turnaround time for a single family residential permit to less than a week once the plans have been assigned to the building department.
- Health Department, Drainage and Environmental must be completely done prior to submitting plans to the building department.
- Southwest Ranches ISO rating (The Building Code Effectiveness Grading Schedule Result) put us at a top 2.6% of the nation's highest rated Building Departments. Both Residential and Commercial received a 2 where 1 being the best and 10 being the worst. This can result in lowering the resident's insurance premiums. (This evaluation is based on the education and training of CAP personnel along with other criteria's).

#### **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.
- Following up with customers to close out expired, incomplete or opened permits.

#### **FY 2017/2018 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;
- Town Website enhancements including a) Instructions on how to use the Portal, b) A link to the Portal "permit on line link", c) A link to a fillable inspection request that can be emailed, d) A link to the fee schedule.
- Promote environmentally friendly programs and processes
- Continue to improve internal departmental operations and customer service as needed.
- 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 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object Description					
34100	Other Contractual Services	399,129	530,553	<del>300,000</del>	<del>400,000</del>	375,000
TOTAL	OPERATING EXPENSES	399,129	530,553	<del>300,000</del>	<del>400,000</del>	375,000
TOTAL	Department Total	399,129	530,553	300,000	400,000	375,000

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
34100	\$100,000	Primarily due to increased residential development than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
34100	(\$25,000)	Anticipated reduction in residential development

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

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

Code Enforcement services and Zoning Plans processing are managed by Code Services Inc., a contractual firm consisting of a Community Development Director, a Code Enforcement Officer, a Landscape Inspector, 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, Annual Fire Inspection fees (Commercial) for the Finance Department, as well as records requests for the Clerk's Office.

Furthermore, the Department oversees all Zoning Permit plans reviews for additions, detached structures, and overall development, performing all zoning inspections, and issuance of Certificates of Use for local businesses. The Department also reviews, inspects and monitors tree removals, property clearing and Landscape reviews.

The Department's philosophy is to provide as much information as possible to residents and visitors to educate them in matters related to potential code violation, sections of the code that affect each resident of our Town, and zoning issues that may arise from time to time. This is accomplished daily by meeting with residents, and via articles which are placed in our newsletter, and in a link within the Department Town's webpage. The purpose of this philosophy has been labeled by our mission motto as "Correction and Compliance via Education".

### **Fiscal Year 2016/2017 Accomplishments (\*strategic plan initiatives):**

- Collection of outstanding lien fees that were due to the Town, from violations and corrective actions, that were undertaken by contractors.
- 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.
- Continued enforcement and assistance with the Police and Fire Departments providing notices for false alarms based on their reports.
- Sweep and cleanup of main road ways of debris and signs illegally placed, based on complaints or proactive action.
- Streamlined and quick turnaround of zoning inspections as well as zoning plan reviews of applications for permits in the community.
- Promoted Public Safety via publishing 15 information articles related to fill and work without a permit. \*
- Issued 1,057 violations pertaining to maintenance of a rural lifestyle and property values. \*

- Quick and effective turnaround on plan review and landscape inspections for new development, tree removals, and land clearing.
- Tracking of sober homes in our community via the issuance, and inspection of Certificates of Use. The Department performs an inspection of the location to assure compliance with the maximum allowed residency that is permitted under our code.

### **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 giving that we are primarily reactive and therefore not proactive. New residents become accustomed to our rural life style, and as such realize that loud noise plays a role in their failure to enjoy their properties to the fullest. As such, complaints related to loud noise during parties have increased during this fiscal year. Additionally, these parties often do not have the required outdoor permits. 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.
- Other complaints have increased related to farm animals, domestic animals, and for lack of maintenance of properties. In regards to the farm and domestic animals we have been working with the Police Department with inspection assistance and identifying ownership via their reports. We continue to work with the Police Department 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 animals that are not being taken care or abandoned by the owners. 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 and ownership, which helps us to work with the owners to correct the issue prior to issuing a violation. Violations that are issued, which are almost always the result of repeat offences, are taken to special magistrate to recover the expenditure that a response by the Police Department cost the residents.
- In regards to maintenance of properties, 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 a database 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 proactive action and citizens' complaints action of removal of signs placed on townwide right of way. The number of signs

and actions have been diminished by the constant action taken by the department. These signs, often called “snipe signs,” advertise everything from painting, roofing, garage sales, to screen enclosures and computer repair. These snipe signs are scattered along the main and interior roadways. Leaving these signs out on the right of way for any period of time can cause them to increase in numbers dramatically and present a hazard, not to mention a blight to our community. Legislation has given authorization for any resident to remove these signs as they are to be considered trash. We saw a minimal amount of political signs this most recent past political season, which was welcome news to all.

- 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 previously mentioned 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. However, once the properties are sold we can pursue collections of these liens.
- 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.
- Legislation was created by the Legal Department and passed by our Council related to the excessive expenditure of Town resources. This is related to constant calls emanating from various locations for a multitude of issues: from loose dogs, to noise complaints to other issues. As such the Department tracks with Police help of these calls. Once the calls have reached a certain amount as indicated by the Ordinance, a notice for the property owner to appear at a hearing is issued. At the hearing, given that the issue is irreparable, the Department looks to recover as much as possible the expense, and the property owner becomes responsible. Lack of payment based on the generated Special Magistrate Order becomes a lien on the property.
- 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 2017/2018 Performance Objectives:**

- The Department will continue updating the foreclosure list of properties that present problems or abandonment. Continue to work with other regulatory agencies to expedite the process. Continue to aid 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 Town wide properties which are subject to outstanding liens and/or code compliance is an ongoing effort. This list will also provide the necessary information to the Police Department to monitor the location during night time hours. Schedule properties for foreclosure action by the Town to collect outstanding fines and settle the violations.
- 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 to curb 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 the Town Council, the Department will enforce issues related to 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. Articles will be provided in the Town flyer and sent to owners to provide information of the regulations.
- As requested by Town Council the Department has commenced to gather information and send letters to the various businesses with current Certificates of Use, 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.

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

Line Item Prefix: 001-2300		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object Description					
524-12100	Regular Salaries & Wages	6,222	-	-	-	-
524-21100	Payroll Taxes	134	-	-	-	-
524-23100	Life & Health Insurance	1,234		-	-	-
524-24100	Workers Compensation	165		-	-	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>7,755</b>		<b>-</b>	<b>-</b>	<b>-</b>
524-31010	Professional Services	6,375	7,913	9,000	8,000	9,000
524-34100	Other Contractual Services	122,895	123,800	123,800	123,800	144,700
515-34300	Other Contractual Services-P&Z Permits	53,724	66,296	69,300	53,780	61,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>182,994</b>	<b>198,008</b>	<b>202,100</b>	<b>185,580</b>	<b>214,700</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>190,749</b>	<b>198,008</b>	<b>202,100</b>	<b>185,580</b>	<b>214,700</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
34300	(\$15,520)	Decrease due to less construction than what was projected

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
34100	\$20,900	Increase pursuant to contract renewal terms for CSI, Inc
34300	\$7,220	Forecast approx 15% increase in forthcoming 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, maintaining the Town's Comprehensive Plan, and maintaining the Unified Land Development Code. 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, plats, waivers of plat, 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 2016/2017 Accomplishments (\*strategic plan initiatives):**

- Reviewed and processed 16 public hearing items.
- Issued 40 zoning letters.
- Created and updated a database of group homes.
- Drafted and managed a Town-initiated comprehensive plan amendment.
- Facilitated CPAB activities.
- Prepared and processed the Water Supply Facilities Plan Update.
- Prepared and processed the mandatory Evaluation and Appraisal of the Comprehensive Plan.
- Drafted several ordinances that were adopted by the Town Council.
- 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.
- Assisted the Town Attorney with development of settlement agreement.
- Coordinated with the Town Administrator and Town Attorney with regard to potential policy issues.

#### **Issues:**

- The Comprehensive Plan has been amended several times since the last update of the Unified Land Development Code, such that the Code is not fully consistent with the Plan as required by Ch. 163. Florida Statutes.
- The data, inventory and analysis ("DIA") that forms the foundation for the Comprehensive Plan and which is required by Florida law has never been updated, and is completely out-of-date.
- Zoning regulations will be required to implement the Employment Center land use category, if adopted.

#### **FY 2017/2018 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 update the land development regulations to be consistent with changes to the Comprehensive Plan
- Continue to facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

## Planning Services

Line Item Prefix: 001-2500-515-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object Description					
34310	Other Contractual Svcs - Public Hearings	28,414	31,609	35,000	60,000	40,000
34320	Other Contractual Svcs - Town Planning	10,147	31,801	17,250	12,000	17,250
34330	Other Contractual Svcs - Land Use Planning	23,490	23,119	20,000	19,000	22,500
49100	Other Current Charges	260	-	2,000	1,000	1,000
TOTAL	OPERATING EXPENSES	62,312	86,529	74,250	92,000	80,750
<b>TOTAL</b>	<b>Department Total</b>	<b>62,312</b>	<b>86,529</b>	<b>74,250</b>	<b>92,000</b>	<b>80,750</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
34310	\$25,000	Increase due to more than anticipated Public Hearing items
34320	(\$5,250)	Decrease due to lower than anticipated Special Projects

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
34310	(\$20,000)	Less than anticipated Public Hearings items
34320	\$5,250	Inc. due to higher Special Proj (Incl. Fire Modules) expected

## **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 (50%) and within the Transportation Fund (50%).

**FY 2016/2017 Accomplishments:**

- Received and processed more than 266 development construction permit applications.
- In accordance with Priority Area D "Improved Infrastructure" Goal 2(d), Objectives 2 and 3 of the Town's Strategic Plan to "improve water resource management" the department, completed the following drainage improvements:
  - Completed construction of major Drainage Improvement Project along SW 185<sup>th</sup> Way and SW 55<sup>th</sup> Street.
  - Completed construction of a Drainage Improvement Project near the intersection of SW 207<sup>th</sup> Avenue and SW 54<sup>th</sup> Place.
  - Completed construction of a Drainage Improvement Project from Frontier Trails Park to the intersection of SW 195<sup>th</sup> Terrace and SW 54<sup>th</sup> Place.
  - Completed the design of the Dykes Road Drainage and Water Quality Project, which is funded in part by a \$100,000 grant from South Florida Water Management District and in-kind services from South Broward Drainage District. This project will be constructed on FY 2018.
- Completed construction of Phase I Calusa Corners Park Improvements, 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 construction of Founder's Trailside Park Improvements.
- Completed the construction of the Country Estates Park ballfields, which was funded in part by a \$50,000 grant from the State of Florida.
- Completed the construction of the Rolling Oaks Barn storage room enclosure.
- Completed construction of SW 190<sup>th</sup> Avenue extension which included grant participation in the amount of \$243,000 from the Florida Department of Transportation (FDOT).
- Completed construction and permitting of the Town's entranceway signs along Griffin Road near Bonaventure Boulevard and Dykes Road.
- In accordance with Priority Area D "Improved Infrastructure" Goal 3(d) of the Town's Strategic Plan to improve road conditions management the department completed the following:

- Completed survey and design of the Fiscal Year 2018 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
- Completed Right of Way acquisition of the Fiscal Year 2019 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
- In accordance with Priority Area D “Improved Infrastructure” Goal 2(d), Objective 4 of the Town’s Strategic Plan to improve water resource management the department completed the following:
  - Submitted draft 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
- Launched the Town’s Geographic Information System (GIS) program.

**Issues:**

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

**FY 2017/2018 Performance Objectives:**

- Complete Fiscal Year 2017 & 2018 components of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program road construction.
- Complete Fiscal Year 2019 TSDOR program road design and bid document preparation.
- Complete Fiscal Year 2020 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 2017			Adopted FY 2018		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Community Services Manager*	1			1		
Engineer I	1			1		
<b>Total</b>	<b>2.5</b>			<b>2.5</b>		

\* Note: Position Title change recommended and adopted from Community Services Coordinator to Community Services Manager.

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

Line Item Prefix: 001-2600:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object Description					
515-12100	Regular Salaries & Wages	160,847	162,722	184,388	185,583	194,862
515-21100	Payroll Taxes	12,038	12,111	14,106	14,197	14,907
515-22100	Retirement Contribution	5,948	2,895	9,219	9,279	9,743
515-23100	Life & Health Insurance	13,703	8,936	7,838	13,175	15,852
515-24100	Workers Compensation	2,200	3,975	4,571	4,571	7,047
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>194,735</b>	<b>190,639</b>	<b>220,122</b>	<b>226,805</b>	<b>238,411</b>
539-34100	Other Contractual Services	8,823	12,262	-	-	15,000
539-40100	Mileage Reimbursement	-	53	300	150	150
539-49100	Other Current Charges	1,137	406	2,000	1,750	1,750
539-54100	Subscriptions and Memberships	1,013	936	1,750	1,750	1,750
539-55100	Training and Education	572	941	2,750	2,750	2,750
539-55200	Conferences and Seminars	590	-	1,500	1,500	1,500
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>12,135</b>	<b>14,597</b>	<b>8,300</b>	<b>7,900</b>	<b>7,900</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>206,870</b>	<b>205,237</b>	<b>228,422</b>	<b>234,705</b>	<b>250,311</b>

**Major Variance from Current Budget FY 2017 to Projected FY 2017**

Code	Amount	Explanation
23100	\$5,337	Increased employee participation\qualifying event

**Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted**

Code	Amount	Explanation
24100	\$2,476	Higher Workmans Compensation rates anticipated



## **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 2016/2017 Accomplishments:**

- Public safety personnel were involved with two significant cases:
  - 1- Child Pornography investigation resulting in federal sentencing.
  - 1- Animal abuse investigation resulted in the relinquishing of 10 Arabian Horses.
- 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, public safety personnel and 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 attended by Town residents.

### **Issues:**

- Continue speed-related traffic enforcement along Griffin Road.
- 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 to increase the accuracy of Crime Analysis and Hot Spot Mapping.

### **Fiscal Year 2017/2018 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. Work in partnership with local and state agencies to address roadway hazards and concerns.
  - Provide continuous training for 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 special events held within the Town.
  - Ensure community members their input and concerns regarding their neighborhoods are important through timely response and feedback.
  - Evaluate personnel deployment to ensure that the Police Department’s assets are being utilized in an efficient and effective manner and to make recommendations as needed.
- 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:
  - Evaluate performance indicators to ensure strategic priorities and goals are being attained.

## Public Safety-Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object Description					
34100	Other Contractual Svcs-Police	2,275,548	2,334,899	2,462,964	2,411,777	2,670,000
TOTAL	OPERATING EXPENSES	2,275,548	2,334,899	2,462,964	2,411,777	2,670,000
64100	Machinery and Equipment	760	7,322	2,500	-	-
TOTAL	CAPITAL OUTLAY	760	7,322	2,500	-	-
<b>TOTAL</b>	<b>Department Total</b>	<b>2,276,308</b>	<b>2,342,221</b>	<b>2,465,464</b>	<b>2,411,777</b>	<b>2,670,000</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
34100	(\$51,187)	Lower than anticipated Public Safety Contractual services required

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
34100	\$258,223	Increase pursuant to renewed Police Contract with the Town of Davie

## **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 1 ALS Type I Pumper and 1 ALS Rescue Transport Unit at station. 68) to improve response. These units include 1 Company Officer, 1 Driver Engineer, and 3 Firefighter Paramedics.
- Provide emergency and non-emergency response and command to all fire and EMS incidents within Southwest Ranches.
- Provides response and command of all emergency disaster services incidents in Southwest Ranches.
- Provide Special Operations response to include Dive Rescue and Large Animal Rescue. Provide support for Technical Rescue Operations (includes, 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 & Life Safety Services (formerly Fire Prevention), 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 wells (dry hydrants) will be conducted once a year per the National Fire Protection Association (NFPA) #1142 Standard on water Supply for Suburban and Rural Firefighting.
- 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 2016/2017 Accomplishments:**

#### Fire & Life Safety Division (formerly Fire Prevention) FY 2016

- Completed 183 Annual Inspections.
- Completed 6 Plan Reviews.
- Completed 3 Site Plan Reviews.
- Completed biannual inspections of all Town of Southwest Ranches fire wells (571 total fire well (dry hydrants) inspections).
- The Department implemented a new fire inspection software program in the Fire & Life Safety Division 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 & Life Safety Division FY 2017 data (as of 02/28/2017)

- Completed 143 Annual Inspections
- Completed 18 Plan Reviews
- Completed 5 Site Plan Reviews
- In March 2017, will begin the annual inspections of all Town of Southwest Ranches fire wells (dry hydrants).

## Fire Operations and Emergency Medical Services

- In 2016 responded to 905 incidents in Southwest Ranches.
- In 2017 as of 3/23/2017 responded to 409 incidents in Southwest Ranches.

## Southwest Ranches Volunteer Fire Training Completed for 2016

Southwest Ranches Fire Volunteers attended 2996 hours of training

- Performed daily in-house training with Southwest Ranches Volunteer Firefighters
- Maintained active role in working with Southwest Ranches Volunteer Firefighters on all incidents.
- SWR fire personnel participated in the Town of Davie hurricane exercise with rapid impact assessment (RIA).

### EMS

- Conducted Basic Cardiac Life Support (BCLS) classes
- Conducted several Medical Director / EMS Division meetings
- Conducted hurricane preparedness and rapid impact assessment training
- Conducted training the “SaferBy4” campaign which includes infant safe sleep practices and drowning prevention
- Provided training on the new stroke scale RACE Plus
- PIT Crew (High Efficiency CPR)
- Mental Health Awareness
- Airway Management – Tube Holders I-Gel
- Update Files for Compliance with State & Federal Mandates
- Hurricane Preparedness
- Infectious Disease and Bio-waste Disposal
- Stop the Bleed

### Fire

- Conducted annual required endurance drill
- Conducted aerial climb
- Conducted live fire and fire ground skills
- Ground Ladder Training at Broward Fire Academy
- Drafting
- Hose Lays Forward & Reverse
- Forcible Entry
- Vehicle Extraction
- Lift Bag Operations
- Water Supply
- Rapid Impact Assessment

Provided Target Solutions (on-line) monthly training fire and EMS for 2016

Fire

- Radiation Safety
- Rescue 42's Telecrib Strut System
- Hybrid Vehicle Incidents
- NFPA 1021 Company Level Training
- NFPA 1500 Hazard Communication
- NFPA 1500 Advanced Hazwoper (Hazardous Waste Operations & Emergency Response) Awareness 1 & 2

EMS

- Acute Respiratory Distress Syndrome
- Allergies and Anaphylaxis
- Assessing the Patient with Major Trauma
- Bleeding and Shock
- Anger, Violence and Conflict in the Workplace
- Burn Management
- Central Nervous Systems Inquiries
- Common Infectious Pathogens
- HIV/AIDS Awareness
- CPR
- Poisoning and Overdoses
- Toxicology and Substance Abuse
- Sexual Harassment Awareness
- Environmental Emergencies
- Aquatic Emergencies
- EMS Communication and Documentation
- DEA Fentanyl Roll Call Video

**Davie Fire Rescue Fiscal Year 2017/2018 Issues and Performance Goals and Objectives:**

Davie Fire Rescue is in the process of developing a comprehensive Health, Wellness and Safety Program. This program will work with other elements including policies, standard operating procedures, and training to achieve common organizational health and safety goals. A Health, Wellness and Safety Committee was also established that will serve in an advisory capacity to the Fire Chief. The purpose of the committee is to conduct research, develop recommendations, and review safety matters. The committee will meet at least semiannually.

In addition, we have a strong position on psychological, emotional and physical wellness, as well as emphasizing chemical and medical exposure management. To assist with these goals, we are researching services that will conduct health evaluations. All of these initiatives will have a positive effect on the health and safety of firefighters. To further our goals, we have joined the Regional Collaborative Health and Safety Committee as well as partnered with the University of Miami for firefighter cancer research.

Policies Development - Risk Management Plan. Policy 135 is the designated risk management plan. The risk management plan is an attempt to define what you do, determine the level of risk of those activities, and decide what can be done to minimize this risk through controls (e.g., operating procedures and training). Occupational Safety and Health Program, Policy 136 has been established to provide occupational safety and health objectives for all department activities.

Training, Education, and Standards - From a safety and health perspective, training is delivered to prevent occupational accidents, deaths, injuries, and illnesses. The intent is to ensure that members possess the knowledge and skills they require to perform their work in a safe manner that does not pose a hazard to themselves or others. Part of this program includes having qualified training officers and requiring all Battalions Chiefs to attend a 40-hour Incident Safety Officer course.

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

Facility Safety - A fire station represents one of the largest capital investments. The need to protect that investment from fire, burglary and vandalism is a real concern. The fire stations should have four rings of security; 1) security fencing on the perimeter, 2) security cameras, 3) door access control systems, 4) smoke and carbon monoxide detectors. Our facilities are inspected monthly for compliance with NFPA 101, Life Safety Code, to identify and correct health and safety hazards. The conditions that create hazards for members shall be addressed and rectified.

Firefighter Mental Health – We now have the honor of having two Chaplains working with us to provide for the needs of our firefighters as well as ceremonial duties. We have established a Peer to Peer group that will assist with immediate needs of a firefighter and make recommendations for further assistance with EAP/Wellness, CISM and Chaplains. We are working with Risk Management to enhance our Employee Assistance Program (EAP) to assist members and their families with substance abuse, stress, and family or personal problems that may affect a member's work performance. We also work directly with the County CISM program to deal with the aftermath of a critical incidents and hopefully mitigating problems resulting from critical incident stress.

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 Volunteer fire apparatus and equipment
- 7) Arranging for Volunteer Firefighters to be prepared for Large Animal Technical Rescue.
- 8) Acting as a liaison with neighboring fire & police departments.
- 9) Provide fire prevention and public information service.

## **Southwest Ranches Volunteer Fire Rescue FY 2016/2017 Accomplishments**

Continued the Volunteer Department's formal training program with drill nights on a weekly basis. Each volunteer firefighter receives approximately 144 hours of training through this program on an annual basis.

Continued the Volunteer Department's computer based fire and EMS training. Each volunteer firefighter receives approximately 48 hours of training through this program on an annual basis. This training is in addition to the training received during drill nights.

Volunteer Department members have recorded a total of 4294 training hours through May 2017. This training has been digitally recorded directly with the Florida State Fire Marshal's Office and the Florida Department of Health as applicable.

Maintained the Department's Training Division with a staffing level of 7. The training division personnel provide their services also on a volunteer basis.

Trained an additional four (4) personnel as Volunteer driver/engineers. Each driver/engineer receives approximately 100 hours of training before becoming departmentally certified for the position. An additional 4 personnel are expected to become certified before the end of this fiscal year.

Two (2) recruits were certified as firefighters (Fire 2) through Barry University. Each recruit was required to complete approximately 520 hours of training before receiving their certification as firefighters. This training was completed on a volunteer basis.

Two (2) additional recruits were sent to be certified as volunteer firefighters through the City of Plantation Fire Academy. Each recruit is required to complete 310 hours of training

before becoming state certified as a volunteer firefighter. This training is completed on a volunteer basis.

Completed another successful fundraising year for the Department. Personnel have contributed approximately 199 volunteer hours for fundraising through May 2017.

Conducted six (6) fire prevention and/or community service details within the community. Personnel have contributed approximately 185 volunteer hours toward community service details through May 2017.

Provided two (2) personnel to staff our engine for immediate basic life support medical or fire suppression response within the Town 24 hours/7 days a week. These personnel work in conjunction with Davie Fire Rescue.

Worked with the Broward Sheriff's Office to implement new dispatching protocols necessary for the full transition to a new countywide digital communication system. This implementation will continue through the next fiscal year.

Identified the need for the replacement of self-contained breathing apparatus (SCBA) equipment and have assisted the Town in completing a grant application that, if the grant is awarded, will mitigate the purchase cost of replacement SCBA equipment.

#### **Southwest Ranches Volunteer Fire Rescue Issues:**

- It is recommended that additional Volunteer 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 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

#### **Southwest Ranches Volunteer Fire Rescue Fiscal Year 2017/2018 Performance Objectives:**

- Continue to formalize our apparatus maintenance procedures to maximize preventive maintenance and minimize costs.
- Continue to provide formal training for all volunteer personnel.
- Continue to provide community event support to the Town.
- Continue to research grant opportunities and assist in the application of same so that funding can be obtained for equipment and/or training at a minimal cost to the Town.
- Increase the roster to recruit and retain experienced personnel to serve the Town.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

## Public Safety-Fire Administration Expenditures

Line Item Prefix: 001-3100-522-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object Description					
13100	Part-Time Salaries & Wages	34,715	30,231	-	-	-
21100	Payroll Taxes	2,656	2,313	-	-	-
24100	Workers Compensation	2,631	2,400	-	-	-
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>40,002</b>	<b>34,944</b>	<b>-</b>	<b>-</b>	<b>-</b>
31010	Professional Services	-	1,000	2,500	1,500	2,750
34100	Other Contractual Services-Fire	2,582,860	2,686,174	2,793,621	2,793,621	3,185,000
49100	Other Current Charges	24,018	-	15,000	-	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>2,606,878</b>	<b>2,687,174</b>	<b>2,811,121</b>	<b>2,795,121</b>	<b>3,187,750</b>
63100	Infrastructure - General	5,500	-	-	-	-
63120	Infrastructure - Fire Wells	14,000	21,095	15,000	30,000	30,000
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>19,500</b>	<b>21,095</b>	<b>15,000</b>	<b>30,000</b>	<b>30,000</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>2,666,380</b>	<b>2,743,213</b>	<b>2,826,121</b>	<b>2,825,121</b>	<b>3,217,750</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
49100	(\$15,000)	Decrease due to Fire Wells all considered capitalizable
63120	\$15,000	Increase in provision as fire wells were capital outlay

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
34100	\$391,379	Increase pursuant to renewed Fire Rescue Contract w/ Town of Davie

## Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object Description					
31010	Professional Services	22,432	7,099	17,600	14,000	17,600
41100	Telecommunications	8,040	7,035	7,920	6,000	4,000
43100	Electricity	8,377	7,653	8,000	8,000	8,000
43110	Water & Sewer	4,620	4,233	4,500	3,000	4,000
46020	Building Maintenance	9,733	6,711	10,500	10,500	10,500
46030	Equipment Maintenance	1,606	5,002	9,800	9,800	9,800
46110	Miscellaneous Maintenance	1,275	1,388	2,250	1,500	1,750
46120	Vehicle Maintenance & Repair	16,178	14,393	15,000	15,000	14,000
52140	Uniforms	1,175	1,489	2,500	2,000	2,000
52160	Gasoline	8,504	6,650	14,000	10,000	10,000
52900	Miscellaneous Operating Supplies	14,856	5,431	5,500	3,000	4,500
55100	Training & Education	39,878	980	5,000	3,000	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>136,674</b>	<b>68,064</b>	<b>102,570</b>	<b>85,800</b>	<b>91,150</b>
64100	Machinery and Equipment	48,172	27,567	28,545	20,770	263,479
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>48,172</b>	<b>27,567</b>	<b>28,545</b>	<b>20,770</b>	<b>263,479</b>
581-91201	Transfer to Debt Service Fund	18,122	6,500	29,485	29,485	29,485
581-91102	Transfer to Volunteer Fire Fund	133,837	105,899	144,914	144,914	149,324
99100	Contingency	-	-	-	-	22,883
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>151,959</b>	<b>112,399</b>	<b>174,399</b>	<b>174,399</b>	<b>201,692</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>336,804</b>	<b>208,030</b>	<b>305,514</b>	<b>280,969</b>	<b>556,321</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
31010	(\$3,600)	Lower than anticipated professional service needed
52160	(\$4,000)	Lower than anticipated demand for fuel

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
31010	\$3,600	Higher due to anticipated professional service need in FY 18
64100	\$242,709	Higher primarily due to add'l Prog Mods (SCBA Equip & Comm replacement)

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Self-Contained Breathing Apparatus Equip. Replacement (page 1 of 2)

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	General Fund	2	\$206,570

#### Justification and Description

Replacement of current inventory of Self-Contained Breathing Apparatus (SCBA). A full SCBA package includes 1 airpack, 2 air bottles and 1 mask. Masks are individually fitted so extra masks need to be purchased so that each firefighter is issued with their own fitted mask as per National Fire Protection Agency (NFPA) standards.

Current inventory is 22 Survivair Panther (now owned by Honeywell) SCBAs, 50 air bottles and 54 masks. The Survivair air packs are non-compliant with the 2013 NFPA SCBA standards. NFPA recommends that SCBA equipment be replaced once it falls behind two NFPA standard cycles. Current SCBA bottles are also reaching the end of their service life. Timely replacement of SCBA is a life safety issue.

Replacements must be purchased at one time so that they may be placed into service together. Spreading the purchases out over multiple years is not an option. Firefighters will be relying on these airpacks to breathe in hazardous environments and must train with the same type of airpacks that they will be using in real life. Keeping two different types of packs in services increases the risk that the firefighter will become confused in life threatening environments with potentially deadly consequences and will also require firefighters to always carry two different masks.

The Fire Advisory Board has previously recommended that the Department be equipped with Scott X3 airpacks when new airpacks are purchased because of their compatibility with the airpacks used by all other fire departments that border the Town. Scott X3 airpacks are standard equipment with all of the neighboring fire departments and this purchase will allow our Department to maintain full compatibility with those departments.

After reviewing Department operations, the Fire Advisory Board recommended the purchase of a total of 15 Scott X3 airpack sets. This represents 1 airpack set for each seat on active apparatus (a total of 10 seats) plus 5 additional airpack sets for use in training or as spare sets.

The Scott X3 airpack sets will include a total of 30 composite 30-year SCBA cylinders. The Department has previously purchased a total of 20 composite 30-year SCBA cylinders under another funded program modification. These 20 cylinders can be converted for use with the Scott airpacks with the purchase of valve assembly units. No additional SCBA cylinder purchases will be needed by the Department.

The Department currently has two homemade emergency RIT packs in service. This program modification will replace these homemade units with units manufactured by Scott which will maximize the interoperability with neighboring fire departments. RIT assignments are normal assignments when our department is operating in a mutual aid capacity so this interoperability is an important issue.

The TSI fit testing machine is a necessary operating expense so that the Department can quickly and efficiently conduct annual SCBA mask fit testing for each member. These annual tests are a requirement under the NFPA standards.

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Self-Contained Breathing Apparatus Equip. Replacement (page 2 of 2)

The Scott Epic 3 voice amplifiers are needed so that firefighters can communicate effectively while using a mask in fire conditions. The voice amplifiers also offer a wireless connection to the firefighter's portable radio that will allow clearer radio communications on the fireground. These amplifiers are the new standard equipment with all neighboring fire departments so the same advantages of compatibility and interoperability will accrue with these necessary items.

An Assistance to Firefighters Grant (AFG) from the Department of Homeland Security has been applied for by the Town to partially fund this project. If the grant application is approved, the purchase of at least 10 SCBA sets (including bottles and masks) and 27 additional masks will be funded through the grant. The Department has successfully obtained 4 prior AFG's; including one grant to purchase some of the airpacks in the current inventory. The AFG application requested a total amount of \$135,412 in funding and would require a 5% Town matching share (\$6,771). If the grant is awarded, the net total cost to the Town is estimated to decrease to \$77,929 (\$206,570 - \$135,412 grant award + \$6,771 grant match).

<u>Item</u>	<u>Price</u>	<u>Amount</u>	<u>Total</u>
Scott X3 Airpack Set. Set includes one Scott X3 SCBA airpack + 2-30 year composite SCBA cylinders + 2 cylinder valves + 1 Scott AV3000 HT SCBA Facepiece <b>(5 sets non-AFG)</b>	\$ 10,231	15	\$ 153,465
Valves for existing SCBA bottles to fit Scott SCBA System <b>(All 20 valves non-AFG)</b>	\$ 450	20	9,000
Additional Scott AV3000 HT SCBA Facepieces <b>(3 non-AFG)</b>	\$ 475	30	14,250
Scott Emergency RIT Pack II Assembly plus Scott NxG 45 SCBA bottle with snap change fittings <b>(1 non-AFG)</b>	\$ 4,105	2	9210
TSI Portacount 8030 SCBA Mask Fit Testing Machine	\$ 8,720	1	8,720
Scott EPIC 3 Radio Direct Interface Voice Amplifier <b>(All non-AFG)</b>	\$ 795	15	11,925
Sub-total:			\$ 206,570
Less:AFG Grant Portion (\$135,412-\$6,771)			( 128,641)
<b>Total Cost (net)</b>			\$ <u>77,929</u>

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

This is a life safety issue. The Department's current SCBA airpacks are out of compliance with the current NFPA standard. The airpacks are also not up to the standard nor easily interface with the airpacks of Davie Fire-Rescue and all other neighboring departments. The Scott airpacks will be compatible to maximize life safety.

#### **Required Resources**

<u>Line item</u>	<u>Title or Description of request</u>	<u>Cost</u>
001-3200-522-64100	Machinery & Equipment	\$206,570

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Public Safety Communication Equipment Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	3	\$51,305

#### Justification and Description

The Town of Davie and Broward County will be switching to TDMA technology during FY 2017–2018, making the existing SWR Volunteer Fire Department communication radios and accessory equipment obsolete. For the initial year, The VFD requires one (1) mobile truck radios, including installation (current wiring is not compatible) and ten (10) portable radios and related accessory and back-up battery equipment. Ultimately, they also are requesting a total of fifteen (15) portable (hand-held) radios for the Volunteer firefighters, including back-up batteries, microphones and radio holsters. However, this request comprises a two-year radio replacement strategy, including accessory equipment, as per the following below schedule as the minimum recommendation by the SWR Volunteer Fire Rescue, Inc. Chief and the SWR Fire Advisory Board. 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:

	<b>#!/\$ Mobile/ Vehicle Radios</b>	<b>#!/\$ Portable Radios &amp; Accessory Equip.</b>	<b>TOTAL #!/\$</b>	<b>STATUS</b>
FY 2017-2018	<u>#1/\$ 4,972</u>	<u>#10/\$46,333</u>	<u>#11/\$51,305</u>	<b>FUNDED</b>
FY 2018-2019	<u>#2/\$11,620</u>	<u># 5/\$28,572</u>	<u># 7/\$40,192</u>	
Total	<u>#3/\$16,592</u>	<u>#15/\$74,905</u>	<u>#18/\$91,497</u>	

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	\$51,305

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$1,308

#### 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 (To be determined (TBD) and estimated) 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 @\$938	Jackets @\$1,216	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	4,690	6,080	-\$3,000 TBD	7,770	Actual
FY 2017 – 2018	2	2	1,876	2,432	-\$3,000 TBD	1,308	FUNDED
FY 2018 – 2019	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2019 – 2020	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2020 – 2021	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2021 – 2022	2	2	1,876	2,432	-\$3,000 TBD	1,308	
FY 2022 - 2023	2	2	1,876	2,432	-\$3,000 TBD	1,308	
<b>Total</b>	<b>50</b>	<b>50</b>	<b>\$44,071</b>	<b>\$57,059</b>		<b>\$76,220</b>	

\*Bunker Gear for FY 2014-2015 and FY 2015-2016 were slightly lower. 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	\$1,308



# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Master Stream Deck Hose Gun Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	4	\$4,296

#### Justification and Description

The master stream deck hose gun is an appliance on Engine 82. It is used to fight a large amount of fire by flowing a large amount of water to extinguish the fire or protect neighboring buildings. The deck gun flows between 500 to 1000 gallons of water per minute depending on the application. It is a crucial piece of engine company operations and necessary to maintain Engine 82's status as a Class I pumper. In terms of operations specific to our own Department, the deck gun increases the options for our engine crew. Since it requires only 2 personnel to operate, and we only have 2 personnel assigned to our engine, the deck gun can be used to safely begin extinguishing operations upon our crew's immediately upon arrival. Such operations can usually take place within one minute of arrival.

The current deck gun on Engine 82 was purchased used at the same time as our former Pierce Quantum apparatus. It has been in service with our Department for 10 years and is estimated to be at least 25 years old. Although the gun itself is still in operating condition, the system of chocks that stabilize and hold the gun in place have become aged. It is becoming increasingly difficult to safely lock down the gun in operating positions during both fire operations and storage creating a public safety hazard.

The Department has received preliminary quotes for an Apollo Hi Riser, 5" base including freight charges. A 10% contingency has been added to accommodate its installation and potential future price adjustment.

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

This is a life safety issue. We must be able to secure the deck gun both when it is in operation and when it is stowed for travel. If we are unable to do so, then firefighter safety is threatened during operations and additional damage to the apparatus may occur.

Removing the deck gun is not an option because its removal would also remove initial fire attack options from the engine crew. This is even more important to firefighter safety because of the limited manpower on Engine 82. Removal would therefore also impact firefighter safety by creating more risks for firefighters not having those fire attack options available to them.

The deck gun is a crucial piece of fire apparatus that is also required to maintain our Town's ISO rating and certification of Engine 82 as a Class I fire apparatus. A decrease in the Town's ISO rating would possibly increase homeowner insurance rates throughout the Town.

#### Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$4,296

# 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>General Services Manager</b>				
<b>Department</b>	<b>Fire Administration</b>	<b>Division</b>					
<b>Project Location</b>	<b>Townwide</b>						
<b>Fiscal Year</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total</b>	<b>Prior Years</b>
<b>Plans and Studies</b>							
<b>Construction</b>	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$175,000
<b>Other</b>							
<b>TOTAL COST</b>	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$175,000
<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=\$95,000</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 4 wells annually).</p> <p>There are a limited number of fire hydrants serviced by the City of Sunrise Utilities, but the majority of the Town is dependent on 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> <p>For FY 2018 the costs has been combined, within this CIP, to reflect funding for both major well rehabilitation and well repairs (15k+15k = 30k).</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>							
<b>Operating</b>							
<b>Replacement Costs</b>							
<b>Revenue/Other</b>							
<b>Total</b>							

**Town of Southwest Ranches**  
**Adopted FY 2017/2018**  
**Fire Assessment Worksheet**

**Sources:**

Fire Administration Department  
 Volunteer Fire Service Department  
 Volunteer Fire Fund

Expenditures	Total FY 2017-2018 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	\$ 3,185,000	\$ 1,837,745	\$ 1,347,255
Operating Expenses	243,224	N/A	243,224
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	164,838	N/A	164,838
<b>Sub-Total</b>	<b>\$ 3,622,547</b>	<b>\$ 1,837,745</b>	<b>\$ 1,784,802</b>

**Other Expenses**

Publication & Notification Costs	1,512
Statutory Discount	91,584
Collections Cost	17,694
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	199,469
Fire Protection/Control Contingency	22,883
<b>Total Fire Assessment Expenses</b>	<b>\$ 2,117,944</b>

**Based On Consultant Study**

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Adopted Rates FY 17/18	Total Assessed Rates FY 16/17	Difference: Increase
<b>Residential - 2569 Units</b>	Per Dwelling Unit	62.8912%	\$ 1,332,001	\$ 518.49	\$ 448.13	\$ 70.36
<b>Commercial - 353,511 SF</b>	Per Sq.Ft. Bldg Area	15.0283%	\$ 318,291	\$ 0.90	\$ 0.80	\$ 0.10
<b>Indust/Warehouse - 116,081 SF</b>	Per Sq.Ft. Bldg Area	9.5818%	\$ 202,937	\$ 1.75	\$ 1.47	\$ 0.28
<b>Institutional - 481,088 SF</b>	Per Sq.Ft. Bldg Area	6.2499%	\$ 132,369	\$ 0.28	\$ 0.24	\$ 0.04
<b>Vacant/Agricultural - 1,436 Acres</b>	Per Acre	6.2488%	\$ 132,346	\$ 92.16	\$ 79.44	\$ 12.72
<b>Total</b>		<b>100%</b>	<b>\$ 2,117,944</b>			

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2018 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	\$ 69,487	87%	\$ 60,454	5%	\$ 3,474	8%	\$ 5,559
Attorney	\$ 570,000	87%	\$ 495,900	5%	\$ 28,500	8%	\$ 45,600
Executive	\$ 432,121	70%	\$ 302,485	15%	\$ 64,818	15%	\$ 64,818
Finance	\$ 372,063	70%	\$ 260,444	15%	\$ 55,809	15%	\$ 55,809
Clerk	\$ 185,181	88%	\$ 162,959	5%	\$ 9,259	7%	\$ 12,963
Public Works	\$ 242,411	98%	\$ 237,563	1%	\$ 2,424	1%	\$ 2,424
Code Enforce.	\$ 153,700	52%	\$ 79,924	40%	\$ 61,480	8%	\$ 12,296
PROS	\$ 107,826	100%	\$ 107,826	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 2,132,789</b>		<b>\$ 1,707,555</b>		<b>\$ 225,765</b>		<b>\$ 199,469</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 2016/2017 Accomplishments (\*Strategic Plan Initiatives):**

- Completed phase one development of the Calusa Corners Park, including shade structure, parking and play areas.
- Completed enhancement of the renovated Rolling Oaks Barn for an enclosure designed for HOA event supplies storage at the facility.
- Completed construction of commemorative shade structure at Founder's Trailside Park, continuing to build a sense of community and promote the Town's sense of place.\*
- Completed exterior landscaping improvements for Town Hall to improve land management, improve water resources management and promote the Town's sense of place.\*
- Managed 53 rentals of park facilities at Country Estates, Rolling Oaks and Sunshine Ranches Equestrian Parks, to Cultivate a Vibrant Community.\*
- Hosted or facilitated 30 community events serving thousands of residents as well as the general public to also 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 logistical support for community events serving thousands of residents as well as the general public expanding the Town's volunteer network.\*
- Through coordination of volunteer participation, provided a series of monthly articles focusing on Tree education within the Town to enhance community outreach, promote the Town's Programs and services.\*

- Secured the Town's annual 10<sup>th</sup> Annual Tree City USA designation and Tree City USA Growth awards providing environmental stewardship in the Town.\*
- 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; and provided professional expertise to other cities.\*
- Hosted meetings of the Landscape Inspectors Association of Florida, further complying with promoting 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 2017/2018 Performance Objectives:**

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

#### **Personnel Complement:**

	Adopted FY 2017			Adopted FY 2018		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
<b>Parks, Recreation and Open Space Manager*</b>	1			1		
<b>Administrative Assistant</b>		1			1	
<b>Total</b>	1	1		1	1	

\*Note: Position Title change recommended and adopted from Parks, Recreation and Open Space Coordinator to Parks Recreation and Open Space Manager.

## Parks and Open Spaces Department Expenditures

Line Item Prefix: 001-3600-572-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	63,873	65,746	69,811	68,506	75,000
13100	Part Time Salaries & Wages	-	7,173	11,466	10,400	11,466
14100	Overtime	-	-	573	-	-
21100	Payroll Taxes	4,479	5,190	6,262	6,036	6,615
22100	Retirement Contribution	3,152	3,324	3,491	3,425	3,750
23100	Life & Health Insurance	7,297	7,313	6,938	7,341	7,868
24100	Workers Compensation	1,100	1,752	1,980	1,980	3,127
<b>TOTAL</b>	<b>PERSONAL EXPENSES</b>	<b>79,900</b>	<b>90,498</b>	<b>100,521</b>	<b>97,689</b>	<b>107,826</b>
40100	Mileage Reimbursement	-	-	50	50	50
41100	Communication Services	2,819	3,324	3,240	3,800	3,800
43100	Electricity	9,502	4,378	12,000	8,500	10,600
43110	Water & Sewer	2,985	12,439	7,410	7,400	8,200
46040	Ground Maintenance-Parks	131,396	178,523	211,000	211,000	231,800
46050	Tree Maintenance/Preservation	26,025	22,802	31,500	31,500	31,500
46060	Lake Maintenance	11,615	15,780	15,780	15,780	15,780
46110	Misc Maintenance & Repair	17,341	22,316	36,020	36,020	18,020
52900	Misc Operating Supplies	2,290	3,047	3,000	3,000	3,000
54100	Subscriptions and Memberships	850	735	815	815	815
55100	Training and Education	30	529	1,778	1,778	1,800
55200	Conferences and Seminars	1,735	3,231	1,500	1,500	1,600
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>206,588</b>	<b>267,104</b>	<b>324,093</b>	<b>321,143</b>	<b>326,965</b>
64100	Machinery and Equipment	-	3,952	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>3,952</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>286,489</b>	<b>361,554</b>	<b>424,614</b>	<b>418,832</b>	<b>434,791</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
43100	(\$3,500)	Lower electrical than anticipated

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
12100	\$6,494	Increase primarily for recommendations pursuant to compensation study
46040	\$38,800	Higher primarily due to Prog Mod for LOS increase - Playground Equip
46110	(\$18,000)	Decrease due to completed prog mod for Playground materials

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### PROS Playground Equipment Maintenance Services

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks	General	1	\$18,000

#### **Justification and Description**

This request is for approval of a new annual contract for quarterly playground inspection and minor repair and maintenance services for parks currently in use with playgrounds or user-based amenities @ approximately \$595 per visit per facility, including:

Sunshine Ranches Equestrian Park – playground equipment

Rolling Oaks Park – fitness trail equipment

Country Estates Fishing Hole Park – playground equipment

Calusa Corners Park – playground equipment

The contract will also cover the costs of minor equipment and hardware, labor and repairs, as needed.

Annual cost breakdown is as follows:

Inspections: \$9,520

Materials and labor: \$8,480

The Town now manages user-based amenities at four locations. The Town's current facilities maintenance contract provides for general inspection and reporting, but does not provide personnel with training specific to the maintenance of user-based amenities or ability to perform minor repairs, as necessary, except on a case-by-case basis.

The Town's playground and park assets have expanded to the point where risk management dictates proactive management of the resources as a safety-related issue. Procuring a contract to provide for specialized regular inspections and minor repair services to be performed by properly certified personnel is an appropriate measure to ensure that user-based recreational amenities remain safe and in good repair.

Cost estimates were derived from contractors who perform these services locally.

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

If not funded, efficient management of the playground asset will not be provided for in accordance with best management practices, resulting in potential losses of use and / or harm to users.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3600-572-46040	Grounds Maintenance – Parks	\$18,000



## **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 additions to General Fund fund balance dollars are allocated here as well.

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

There are no personnel associated with this allocation center.

## Non-Departmental Expenditures

Line Item Prefix: 001-3900-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object description					
519-25100	Unemployment Compensation	3,850	-	5,000	-	5,000
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>3,850</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
519-34100	Other Contractual Services	11,920	11,787	15,000	20,000	17,000
519-41100	Telecommunications	16,620	16,415	17,000	17,000	17,750
519-42100	Postage-Townwide	9,874	8,351	12,000	10,000	11,000
519-43100	Electricity	14,593	14,387	16,000	16,000	16,000
519-43110	Water & Sewer	11,839	8,829	7,500	7,500	7,500
519-44020	Building Rental/Leasing	1,777	3,769	4,800	3,580	2,896
519-44030	Equipment Leasing	20,121	19,308	21,500	23,000	21,500
519-45100	Property and Liability Insurance	90,447	99,779	114,743	104,687	113,714
519-46010	Maintenance Service/Repair Contracts	13,030	12,942	15,000	12,382	30,192
519-46020	Building Maintenance	7,897	14,571	7,500	10,000	14,000
519-46030	Equipment Maintenance	25,204	23,311	23,140	24,140	24,140
519-46500	Software Maintenance	18,456	24,670	24,000	24,000	29,200
519-46110	Miscellaneous Maintenance	513	6,704	5,000	5,000	7,000
519-46120	Vehicle Maintenance	2,050	4,685	6,000	6,000	5,000
519-49100	Other Current Charges	1,549	355	1,000	1,000	1,000
519-51100	Office Supplies	19,737	25,082	21,500	21,500	21,500
519-52160	Gasoline	2,113	4,973	6,000	4,500	6,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>267,741</b>	<b>299,918</b>	<b>317,683</b>	<b>310,289</b>	<b>345,392</b>
519-64100	Machinery and Equipment	28,980	17,404	29,595	29,595	49,100
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>28,980</b>	<b>17,404</b>	<b>29,595</b>	<b>29,595</b>	<b>49,100</b>
581-91201	Transfers to Debt Service Fund	714,668	2,349,987	908,862	908,862	941,185
581-91301	Transfers to Capital Projects Fund	109,027	607,500	137,850	137,850	70,485
581-91101	Transfers to Transportation Fund	794,139	1,012,341	913,393	913,393	1,043,478
519-99100	Contingency	-	-	28,924	-	16,185
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>1,617,834</b>	<b>3,969,828</b>	<b>1,989,029</b>	<b>1,960,105</b>	<b>2,071,333</b>
<b>TOTAL</b>	<b>Department Total</b>	<b>1,918,405</b>	<b>4,287,150</b>	<b>2,341,307</b>	<b>2,299,989</b>	<b>2,470,825</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
34100	\$5,000	Increase due to HR Salary Comprehension Study
46010	(\$2,618)	Decrease due to less than expected maint. services/repairs
46020	\$2,500	Higher than expected building maintenance

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
34100	(\$3,000)	Increase due to HR Salary Comprehension Study in FY 17
46010	\$35,310	Inc due to Prog Mod for Council Chambers Floor Proj and Exterior Paint
46020	\$4,000	Increase due to misc anticipated expenses
46500	\$5,200	Increase due to anticipated GIS Maint.

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Townwide Vehicle Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive-General Services	General	3	\$30,000

#### Justification and Description

This request is to fund the replacement of one (1) of the Town's three (3) fleet vehicles at Town Hall which are all reaching their end-of-life cycle. Town Staff desires to purchase a 4-door pickup truck; preferably a 4-wheel drive. Currently, the mileage for each vehicle is over 100k miles and one of the vehicles (Dodge Durango, 2009) is not operational. Although during FY 2018 only one vehicle is requested, it will be cost effective from a procurement and maintenance perspective to have the other two (2) vehicles replaced in near future.

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

During FY 2014, as per the agreement with the Town of Davie Police Department (PD), the Town of Southwest Ranches allocated eight (8) of the most mechanically efficient vehicles to the Davie PD that were purchased during the transition from BSO to Davie PD services. The Town of Southwest Ranches retained the next best three (3) for its Fleet. These three (3) vehicles are reaching their end-of-life cycle in the next few years. Currently, these vehicles are used by staff to respond to Townwide business including but not limited to: meetings, inspections, events and park activities. They are also used to travel outside of the Town to attend business meetings and trainings. 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 limit Town Staff to conduct these vital functions.

#### Required Resources

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

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Town Hall Council Chambers Flooring Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive/General Services	General	2	\$15,000

#### Justification and Description

The Council Chamber flooring of the Town Hall municipal complex located at 13400 Griffin Road was already in place prior to staff occupancy in 2011. As such, the linoleum flooring has reached its useful life and is lifting and cracking. Replacement with mis-matched tiles, since no tile inventory exists is not efficient nor safe. The amount proposed to be funded represents the cost of material (carpet, carpet tiles or vinyl tiles) and installation for approximately 2500 square feet (or \$6 per sq. feet per the Town's General Services Manager).

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

If the flooring remains the wear and tear would continue to worsen and could be a risk factor for patrons due to tripping hazard. Patching could occur to the effective areas, however, as the tiles are no longer attainable, they would be mis-matched and unsightly.

#### Required Resources

Line item	Title or Description of request	
001-3900-519-46010	Maintenance Service & Repairs	\$15,000

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Information Technology Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non Departmental	Town Clerk	General	1	\$11,500

#### **Justification and Description**

This request is for the replacement of the network internet firewall and up to 3 office computers to replace equipment that is nearing the end of their useful life. This funding will fund a portion of a multiyear replacement program strategy that would fully update the Town's technology needs. For the first year, as recommended by our IT consultant-Tamarac, it is proposed that a new Firewall and up to 3 computers be purchased along with necessary accessories (docking stations, carrying cases, etc.) to begin to replace aged computers (detailed below). This first phase of computers will replace the oldest computers first. Thereafter, additional mobile computers will be needed and will be requested to fully complete the IT replacement program. Those computers that are serviceable and supported will be retained as backups, while obsolete models will be surplus.

#### **Existing Computer/Firewall Replacement Schedule:**

Make/(#)	Model	Orig. Acquisition Date(s)
Lenovo (#2)	ThinkPad T530	8/15/2012
Dell	Optiplex 7010	5/24/2013
Firewall-Cisco	ASA 5508	5/22/2013

Mobile computers are favored over desktop models due to their portability and quick deployment in the field should an emergency arise. The portability also affords Town Council members and employees the ability to have access to Town electronic resources when away from Town Hall. However, some desktop models will still be needed for robust computing needs such as GIS layer creation. Mobile computing options being considered are the Microsoft Surface Pro4 tablet, and the Lenovo ThinkPad X1 Yoga. Both are available on state contracts that can be piggybacked to afford better pricing than advertised retail prices. Staff consultation with the City of Tamarac is ongoing and a final recommendation for Town Council consideration will be forthcoming in accordance with the Town's Procurement Policy.

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

If not funded, computer replacements would occur as they break down and would create a haphazard framework of computer resources with different operating system versions, and different levels of manufacturer support. This would create a challenging support environment for our IT Services provider-Tamarac, and would affect the productivity of Council Members and staff due to increased hardware problems. An added benefit of replacing the network internet firewall is increased upload and download speed. Comcast's high speed internet pricing has reduced, enabling the Town to significantly increase internet speed. Replacing the firewall will allow the Town to take advantage of the higher speed increasing responsiveness, efficiency and productivity.

#### **Required Resources**

Line item	Title or Description of request	Cost
001-3900-519-64100	Firewall	\$6,500
001-3900-519-64100	Computer Replacements	\$5,000

## **Capital Projects Fund**

The Capital Projects Fund is a type of General Governmental Fund. As such, it provides for projects which are not assignable to specific enterprise or restricted revenue functions. The fund provides a place to account for improvements which cannot be assigned (per above). To be a qualified project for this fund, the anticipated value of the asset created 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 2018

### FY 2017 Estimated

Estimated Capital Projects Revenues	564,870
Estimated Expenditures & Encumbrances	(398,590)
Estimated FY 2017 Year End Difference	<u>166,280</u>

### Projected Assigned/Committed/Restricted Fund Balance

Audited Assigned/Committed/Restricted Fd Bal 9/30/2016	345,123
Estimated FY 2017 Year End Difference	166,280
Appropriated Fund Balance FY 2017	(218,653)
Projected Assigned/Committed/Restricted Fd Bal 9/30/2017	<u>292,750</u>
Appropriated Fund Balance FY 2018	(204,030)
Projected Assigned/Committed/Restricted Fd Bal 9/30/2018	<u>88,720</u>

### FY 2018 Budget Summary

#### Adopted Revenues

Grant Reimbursements	100,000
Contributions/Private Sources	30,000
Transfer from General Fund	70,485
Appropriated Fund Balance	204,030
<b>Total Revenues</b>	<b><u>404,515</u></b>

#### Adopted Expenditures

Capital Outlay	404,515
<b>Total Expenditures</b>	<b><u>404,515</u></b>

## Capital Projects Fund Revenues

Line Item Prefix: 301-0000-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object description					
331-33170	Federal Grant-Culture/Recreation	31,974	2,053	-	-	-
334-33470	State Grant-Culture/Recreation			50,000	50,000	100,000
337-33770	Local Government Grant-Culture/Recreation	1,100		100,000	100,000	-
361-36110	Interest Earnings	489	1,610	-	750	-
366-36610	Contributions-Private Sources & Donations	-	34,000	50,117	50,117	30,000
381-38101	Transfer from General Fund	109,027	607,500	145,350	145,350	70,485
384-38400	Loan Proceeds-Series 2016	-	7,750,000	-	-	-
384-38300	Loan Proceeds-Fire Control	206,500	-	-	-	-
399-39900	Appropriated Fund Balance	-	-	218,653	218,653	204,030
TOTAL	Miscellaneous Revenues	349,090	8,395,163	564,120	564,870	404,515
TOTAL		349,090	8,395,163	564,120	564,870	404,515



## Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
572-61100	Land	-	8,137,813	-	-	-
522-62150	Buildings-Fire Control Modulares	-	-	171,530	-	216,315
572-62120	Buildings-Rolling Oaks Barn	186,439	-	10,250	10,250	-
539-62140	Buildings-Town Hall/Public Safety	-	196,066	1,510	9,010	12,500
572-63160	Infrastructure-Calusa Corners	5,876	3,991	106,480	106,480	50,000
572-63170	Infrastructure-Sunshine Ranches Equestrian Park	-	-	34,350	29,350	-
572-63180	Infrastructure-Trailside-Founders Park	-	-	90,000	90,000	-
572-63200	Infrastructure-Country Estates Park	99,164	2,272	150,000	153,500	10,700
572-63220	Infrastructure-Frontier Trails Park	-	-	-	-	100,000
572-63300	Infrastructure - Parks Entranceway Signage	-	-	-	-	15,000
522-64100	Machinery and Equip-Fire Control	-	206,497	-	-	-
572-64100	Machinery and Equip-PROS	39,143	-	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>330,621</b>	<b>8,546,639</b>	<b>564,120</b>	<b>398,590</b>	<b>404,515</b>
<b>TOTAL</b>	<b>CAPITAL PROJECTS FUND</b>	<b>330,621</b>	<b>8,546,639</b>	<b>564,120</b>	<b>398,590</b>	<b>404,515</b>

# FUNDED

Town of Southwest Ranches

## Capital Improvement Project

Project	Public Safety-Fire Rescue Modular Facility						
Priority	Public Safety #2			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Public Works: Engineering		
Project Location	17220 Griffin Road, Southwest Ranches, FL 33331						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	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	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
Equipment/Furnishings		\$ -	\$ -	\$ -	\$ -	\$ -	
Other		\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST	\$ 216,315	\$ -	\$ -	\$ -	\$ -	\$ 216,315	
Revenue Source	CIP-FB \$171,530 GF-FB \$44,785					CIP-FB \$171,530 GF-FB \$44,785	
Description (Justification and Explanation)							
<p>The Town's existing modular buildings that separately house the Davie Fire-Rescue and the Volunteer Fire-Rescue Departments at 17220 Griffin Road have reached their life cycle and are also required to be replaced pursuant to contractual commitments. This project was funded in FY 2016 in the amount of \$171,530 but has been deferred until FY 2018. The Town will replace both Fire Station's modular buildings with a single modular building (triple wide) that meets the requirements of the Florida Building Code, for use by both contractual entities: Town of Davie Fire-Rescue and the SWR Volunteer Fire-Rescue. The modular building shall include perimeter fencing, lighting, a minimum of nine (9) security cameras, fire apparatus coverage from the elements, and separate sleeping quarters for a minimum of three (3) Davie personnel, separate sleeping quarters for the Volunteers, minimum of two unisex bathrooms and showers, kitchen, dayroom, and one office. 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. The project's revised estimated, total cost for demolition, site work, engineering, and design is estimated to be \$216,315 requiring the utilization of an additional \$44,785 of General Fund restricted Fire Control reserves. The existing equipment canopies are not being replaced.</p>							
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 (\$216,350 / 20 years).				
Operating	\$ -						
Replacement Costs	Year 2038	\$ 10,816					
Revenue/Other	\$ -						
Total	\$ 10,816						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

<b>Project</b>	Town Hall Complex Safety, Lightning and Drainage Improvements						
<b>Priority</b>	Townwide			<b>Project Manager</b>	Rod Ley, P.E.		
<b>Department</b>	Public Works			<b>Division</b>	Engineering		
<b>Project Location</b>	13400 Griffin Road Southwest Ranches, FL 33330						
<b>Fiscal Year</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total</b>	<b>Prior Years</b>
Plans and Surveys	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,700
Engineering/ Architecture	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 4,000
Land Acquisition/ Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 115,000	\$ -	\$ -	\$ -	\$ 115,000	\$ -
Equipment/ Furnishings	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COST</b>	\$ 12,500	\$ 115,000	\$ -	\$ -	\$ -	\$ 127,500	\$ 7,700
<b>Revenue Source</b>	CIP-FB \$12,500	CIP-FB \$16,575 GF Tfr \$98,425				CIP-FB \$29,075 GF Tfr \$98,425	CIP-FB
<b>Description (Justification and Explanation)</b>							
<p>This request is for resurfacing, reshaping, and drainage improvements for creating a safer Town Hall Parking lot. The Public Works Department, Engineering Division will be responsible for the procurement, permitting, and construction of the enhanced drainage and safety improvements. The parking lot floods after minor rain events, which has created potholes and uneven pedestrian pathway surfaces. This project was originally funded in the FY 2016 budget with restricted debt service funding for public safety improvements in the amount of \$36,775, but had to be delayed after plans, architecture, scope and ultimately bids received exceeded the budgeted amount. However, based on Town Council direction, the parking lot/drainage construction improvement scope was removed from the Town Hall Improvements Project in an attempt to maintain last year's millage rate. Additionally, this request is to install safety lightning protection (\$7,500) for the Town Hall building. During FY 2016, the lightning protection scope component of the necessary Town Hall re-roof project was deferred to remain within the constraints of the then approved fiscal years budget. Lightning protection will protect Town Hall's electrical system and equipment from the dangerous effects of lightning.</p>							
<b>Annual Impact on Operating Budget</b>							
<b>Personnel</b>	\$ -		No anticipated material impact to the operating budget.				
<b>Operating</b>	\$ -						
<b>Replacement Costs</b>							
<b>Revenue/Other</b>	\$ -						
<b>Total</b>							

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Frontier Trails Conservation Area						
Priority	PROS #1			Project Manager	December Lauretano-Haines, PROS Manager		
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies	\$ 5,000	\$ 7,000	\$ 6,000	\$ 2,500	\$ 2,000	\$ 22,500	\$ -
Engineering, Architecture & Permitting	\$ 14,000	\$ 31,000	\$ 55,000	\$ 40,000	\$ 67,000	\$ 207,000	\$ 614,430
Land Acquisition/Site preparation	\$ 5,500	\$ 8,000	\$ 12,000	\$ 53,600	\$ 6,400	\$ 85,500	\$ 2,396,363
Construction	\$ 58,000	\$ 34,000	\$ 144,200	\$ 500,800	\$ 709,000	\$ 1,446,000	\$ -
Equipment/Furnishings	\$ 17,500	\$ 20,000	\$ 6,300	\$ 92,750	\$ 57,100	\$ 193,650	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 100,000	\$ 100,000	\$ 223,500	\$ 689,650	\$ 841,500	\$ 1,954,650	\$ 3,010,793
Revenue Source	G=\$50,000 G=\$30,000 CIP-FB=\$20,000	NF	NF	NF	NF	G=\$50,000 G=\$30,000 CIP-FB=\$20,000 NF=\$1,854,650	G=\$2,342,363 CIP-FB=\$668,430
Description (Justification and Explanation)							
<p>Frontier Trails Conservation Area has become the first priority for development by the Recreation, Forestry, and Natural Resources Advisory Board. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter.</p> <p>Acquisition of this site was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan.</p> <p>Commitments for development at Frontier Trails retain only those developments necessary to satisfy current grant requirements, including picnic facilities, fishing pier, multi-use trail, environmental and archaeological preservation and education, wetlands, parking, and landscaping.</p> <p>Extension of timeline for development is necessary. Development of this site is not currently supported by grants; however, this site becomes the priority as the Town closes out existing grants and continues to seek further funding in the current Fiscal Year. The Town will submit an application for \$50,000 in FRDAP funding for FY 2018 proposed improvements, and additionally has received approval from the Southwest Ranches Parks Foundation for \$30,000 in funding to augment the proposed grant improvements. With a minimal Capital Project Fund assigned Fund Balance (reserves) investment of \$20,000, the Town will further progress on elements committed within acquisition grants.</p> <p>If further attempts to obtain grant funding are successful, the 5-year plan envisions a phased approach to development. Because the property is undeveloped with no infrastructure, the first phase in Year 1 (FY 2018) will require substantial engineering and earthwork to provide for minimal fencing and a gate, an area for users to park, and a small picnic shelter. In years 2, 3 and 4, development concept envisions incremental improvements to multi-use trails, preservation of the archaeological area, addition of historical and environmental education signs. The potential for this site to serve as offsite mitigation for developers of other sites is still accounted for with construction of wetlands envisioned in final phases of site development in years 4 and 5. Costs were estimated based on original management plan estimates prepared by professional consultants and updated in accordance with similar development the town has completed in other locations.</p> <p>If FRDAP application is successful, with \$100,000, the project would include: Engineering, surveying, permitting \$13,725 Earthwork, clearing, grubbing, grading \$25,275 Driveway/ Parking \$26,000 Fence across SW 51st with Gate Access \$8,000 Small picnic shelter \$27,000 If FRDAP request were not successful, with the Town and Foundation's \$50,000, the project would be reduced to include those amenities required to provide public access to the site, as follows: Engineering, surveying, permitting \$9,875 Earthwork, clearing, grubbing, grading \$13,725 Driveway/ Parking \$18,400 Fence across SW 51st with Gate Access \$8,000</p> <p>The Town's parks system is designed to provide water storage and runoff filtering, environmental and recreational areas; access to water and open space; and to link multi-use trails.</p>							
Annual Impact on Operating Budget							
Personnel			If fully funded, projected operating budget costs would include mowing /landscape maintenance (\$31,200), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$3,000), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$193,650 / 20 years = \$9,683). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 43,466						
Replacement Cost	Year: 2038	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Calusa Corners Park						
Priority	PROS #2			Project Manager	December Lauretano-Haines		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	11-Acre Calusa Corners Park at Griffin between Dykes Road and Hawkes Bluff Avenue						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	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	\$ 23,795	\$ 161,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 1,003,270	\$ 55,029
Equipment/Furnishings	\$ 26,205	\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ 98,705	\$ 50,087
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 50,000	\$ 296,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 1,255,725	\$ 7,610,070
Revenue Source	G	NF	NF	NF	NF	G=\$50,000 NF=\$1,205,725	G=\$7,044,457 CIP-FB= \$565,613
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has identified Calusa Corners Park development as their third priority for Fiscal Year 2018.</p> <p>Partial development in 2017 was funded by two grants from the Florida Recreation Development Assistance Program (FRDAP), with limited matching funds from the Town as well as assistance from the Town's Parks Foundation. Construction on Phase one improvements completed minimal playground, picnic, parking, and sidewalk improvements. Development in FY 2018 is predicated on a grant award of \$50,000 also from the FRDAP.</p> <p>Commitments for development at the Calusa Corners site retain only those amenities currently necessary to satisfy grant requirements, including open space play fields, fishing pier, historic and environmental education, wetlands, and interconnection between two distinct water storage areas. Improvements completed to date include Phase One development of playground, picnic facilities, multi-use trail, parking, and landscaping. Engineering / Public Works Department has provided for drainage project funding for this site in 2018 from the Transportation budget.</p> <p>Acquisition of Calusa Corners as an addition to the Southwest Meadows Sanctuary park complex was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to continue to develop the recreational amenities identified in the Grant Management Plan. Development costs in the management plan were prepared by professional consultants and have been updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in some increased costs.</p> <p>Development of the site fulfills objectives, policies and goals of the Town's Comprehensive 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	\$ -		If fully funded, projected operating budget costs would include mowing/landscape maintenance (\$14,640), routine facilities maintenance (\$7,800), mitigation/wetlands maintenance (\$1,236), playground maintenance (\$5,400), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$98,705 / 20 years = \$4,395).				
Operating	\$ 29,510						
Replacement Cost	Year: 2038	\$ 4,395					
Revenue/Other	\$ -						
Total	\$ 33,905						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Parks, Recreation and Open Space (PROS) Entranceway Signage						
Priority	PROS #6			Project Manager	December Lauretano Haines, PROS Manager		
Department	PROS			Division	PROS		
Project Location	Various						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,500	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500	\$ 67,500	\$ -
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ -
Revenue Source	GF Tfr	GF Tfr	GF Tfr	GF Tfr	GF Tfr	GF Tfr	
Description (Justification and Explanation)							
<p>In 2004, Southwest Ranches defined the Town's Rural Identification Program with design standards for the purpose of creating a strong sense of place and community by establishing a visual identity through decorative and wayfinding signage at Town entry points, parks, and neighborhood entrances. The Rural Public Arts and Design Advisory Board has worked to incorporate the design standards into Rights of Way and entrances throughout the past several fiscal years. The next phase will be to create the permanent entrance signs for Town parks in conformance with the Rural Program Identification Manual.</p> <p>The locations and designs for park entranceway signs to be installed, determined by joint effort of the Rural Public Arts and Design (RPAD) and the Recreation, Forestry and Natural Resources (RFNRR) Advisory Boards, are planned as follows (order of priority): FY 2018: Founder's Trailside Park FY 2019: Country Estates Park FY 2020: Calusa Corners Park FY 2021: Rolling Oaks Park FY 2022: Frontier Trails Park Thereafter, Southwest Meadows Sanctuary Park</p> <p>Estimated costs for the procurement, permitting, construction, and installation of the signs are composed of sign costs in the amount of \$12,500 each, with \$1,000 per sign for landscaping and solar lighting; and a maximum of \$1,500 per sign location for surveying and permitting.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No anticipated material impact to annual operating budget				
Operating	\$ -						
Replacement Cost	\$ -						
Revenue/Other	\$ -						
Total	\$ -						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park Perimeter Fencing Improvement						
Priority	PROS #4			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies	\$ -	\$ 1,725	\$ -	\$ -	\$ -	\$ 1,725	\$ 47,043
Engineering, Architecture & Permitting	\$ 544	\$ 1,250	\$ 675	\$ 800	\$ -	\$ 3,269	\$ 428,268
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172,855
Construction	\$ 10,156	\$ 42,378	\$ 24,878	\$ 9,378	\$ 29,378	\$ 116,168	\$ 613,958
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106,723
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
TOTAL COST:	\$ 10,700	\$ 45,353	\$ 25,553	\$ 10,178	\$ 29,378	\$ 121,162	\$ 3,393,847
Revenue Source	GF Tfr	NF	NF	NF	NF	GF Tfr=\$10,700 NF = \$110,462	G=\$2,328,685 CIP-FB & GF Tfr=\$1,065,162
Description (Justification and Explanation)							
<p>Due to completion of multiple improvements rendering the Country Estates park usable for public recreation, the focus for development shifts to other projects in Fiscal Year 2018, making this location 6th in the list of priorities for development. Based on Council and resident requests for upgrade to Griffin Road frontage, however, limited funding has been planned to remove approximately 668 feet of chain link / razor wire fencing on the north perimeter and replace with a fence more in keeping with the Town's established rural program identity (i.e. three-rail wood or pvc). The anticipated cost for this FY 2018 improvement is approximately \$16 per linear foot, plus the cost of permitting to total \$10,700.</p> <p>Development of the Country Estates site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Recreation Development Assistance Program (FRDAP) and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site has been supported multiple grants from Broward County and the State of Florida Grant. Development costs were based on original management plan value engineering by professional consultants and updated in accordance with reductions in commitments and changes in market conditions as projects were procured. Further development of this site is not currently supported by grants.</p> <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 between 2014 and 2017. Future development of pond and fishing pier have been estimated using a phased funding approach. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site.</p>							
Annual Impact on Operating Budget							
Personnel			Operating budget costs include mowing/landscape maintenance (\$15,600), routine facilities maintenance (\$8,832), mitigation/wetlands maintenance (\$7,140), playground maintenance (\$5,400), well/water system maintenance (\$3,120), Electricity (\$600), Health Dept. annual registration (\$790), sign maintenance (\$434), and funding for replacement over the useful life of amenities (\$106,723 / 20 years = \$5,336). Future operating costs will include maintenance of other improvements not currently funded for development (fishing pond, pier, equestrian arena)				
Operating	\$ 41,916						
Replacement Cost	Year: 2038	\$ 5,336					
Revenue/Other							
Total	\$ 47,252						

## **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 2018

### FY 2017 Estimated

Estimated Debt Service Revenue	938,347
Estimated Expenditures & Encumbrances	(930,148)
Estimated FY 2017 Year End Difference	<u>8,199</u>

### Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2016	12,079
Estimated FY 2017 Year End Difference	8,199
Appropriated Assigned Fund Balance for FY 2017	-
Projected Assigned Fund Balance 9/30/2017	<u>20,278</u>
Appropriated Assigned Fund Balance for FY 2018	-
Projected Assigned Fund Balance 9/30/2018	<u>20,278</u>

### FY 2018 Budget Summary

#### Adopted Revenues

Transfer from General Fund	970,670
Appropriated Assigned Fund Balance	-
<b>Total Revenues</b>	<b><u>970,670</u></b>

#### Adopted Expenditures

Debt Service	970,670
<b>Total Expenditures</b>	<b><u>970,670</u></b>

## Debt Service Fund Revenues

Line Item: 201-0000:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
381-38101	Transfer from General Fund	732,790	2,356,487	938,347	938,347	970,670
381-38112	Transfer from Volunteer Fire Fund	-	19,000	-	-	-
399-39900	Appropriated Assigned Fund Balance	-	-	-	-	-
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>732,790</b>	<b>2,375,487</b>	<b>938,347</b>	<b>938,347</b>	<b>970,670</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>732,790</b>	<b>2,375,487</b>	<b>938,347</b>	<b>938,347</b>	<b>970,670</b>

## Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix	Object Description					
71100	Principal	509,226	2,164,128	546,154	546,154	558,423
72100	Interest	213,007	199,714	379,693	378,994	342,747
73100	Other Debt Service Costs	2,470	36,099	12,500	5,000	69,500
<b>TOTAL</b>	<b>DEBT SERVICE</b>	<b>724,704</b>	<b>2,399,942</b>	<b>938,347</b>	<b>930,148</b>	<b>970,670</b>
<b>TOTAL</b>	<b>DEBT SERVICE FUND</b>	<b>724,704</b>	<b>2,399,942</b>	<b>938,347</b>	<b>930,148</b>	<b>970,670</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
73100	(\$7,500)	Unanticipated reduction in other debt service costs

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
71100	\$12,269	Higher due to normal amortization increase to principal
72100	(\$36,247)	Lower due to normal amortization decrease to interest
73100	\$64,500	Higher due to forthcoming line of credit renewal

## Debt Service Disclosure

Description/Type	Total P & I FY 2015 Actual	Total P & I FY 2016 Actual	Total P & I FY 2017 Projected	Total P & I FY 2018 Adopted	Total P & I FY 2019 & Thereafter
FMLC Bond Series 2001A-PROS	82,000	1,718,356	-	-	-
TD Bk Series 2013-Refund/Improvement Rev Bds	239,202	236,997	239,308	236,320	1,894,547
TD Bk Series 2011-New Town Hall Refinance	286,523	286,523	286,523	286,523	931,209
TD Bk Series 2016-Public Purpose Land Acq.	-	-	272,865	251,875	10,457,656
StoneGate Bk Road Paving/Drainage Loan	96,967	96,967	96,967	96,967	347,401
Quantum Pierce Pumper Cap Lease	17,542		-	-	-
TD Equip. Fince-Rosenbauer Pumper Note Pay		25,000	29,485	29,485	147,427
Other Debt Service Costs	2,470	36,099	5,000	69,500	-
<b>Total Debt Service</b>	<b>\$ 724,704</b>	<b>\$ 2,399,942</b>	<b>\$ 930,148</b>	<b>\$ 970,670</b>	<b>\$ 13,778,240</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.



2017 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Steve Gissin*

**FY 2017-2018**

# 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 Town-wide 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 2016/2017 Accomplishments

- In accordance with Priority Area D "Improved Infrastructure" Goal 2d, Objectives 2 and 3 of the Town's Strategic Plan to improve water resource management the department completed the following drainage improvements:
  - Completed construction of major Drainage Improvement Project along SW 185<sup>th</sup> Way and SW 55<sup>th</sup> Street with design and engineering services provided by the South Broward Drainage District.
  - Completed construction of a Drainage Improvement Project near the intersection of SW 207<sup>th</sup> Avenue and SW 54<sup>th</sup> Place.

- Completed construction of a Drainage Improvement Project from Frontier Trails Park to the intersection of SW 195<sup>th</sup> Terrace and SW 54<sup>th</sup> Place.
- Completed the design of the Dykes Road Drainage and Water Quality Project, which is funded in part by a \$100,000 grant from South Florida Water Management District and in-kind services from South Broward Drainage District. This project will be constructed on FY 2018.
- Completed construction 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.
- Completed construction and permitting of the Town's entranceway signs along Griffin Road near Bonaventure Boulevard and Dykes Road.
- In accordance with Priority Area D "Improved Infrastructure" Goal 3d of the Town's Strategic Plan to improve road conditions management the department completed the following:
  - Completed survey and design of the Fiscal Year 2018 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
  - Completed Right of Way acquisition of the Fiscal Year 2019 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
- In accordance with Priority Area D "Improved Infrastructure" Goal 2d, Objective 4 of the Town's Strategic Plan to improve water resource management the department completed the following:
  - 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.
- Availability of funding for ongoing street maintenance and repairs.
- Availability of funds for the Drainage and Infrastructure Advisory Board project list.

**FY 2017/2018 Performance Objectives:**

- Complete Fiscal Year 2017 & 2018 components of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program road construction.
- Complete Fiscal Year 2019 TSDOR program road design and bid document preparation.
- Complete Fiscal Year 2020 TSDOR program road improvement Right of Way acquisition.
- Develop GIS database.
- Complete construction of all funded capital improvement projects within or under budget.
- Continue to provide liaison assistance to the Drainage and Infrastructure Advisory Board.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

**Personnel Complement:**

Position Title	Adopted FY 2017			Adopted FY 2018		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Total	.5			.5		

## Municipal Transportation Fund Summary Fiscal Year 2018

### FY 2017 Estimated

Estimated Transportation Revenue	1,873,704
Estimated Expenditures & Encumbrances	(1,335,879)
Estimated FY 2017 Year End Difference	<u>537,825</u>

### Projected Restricted/Committed Fund Balance

Audited Restricted/Committed Fund Balance 9/30/2016	875,831
Estimated FY 2017 Year End Difference	537,825
Appropriated Restricted/Committed Fund Balance FY 2017	(373,084)
Projected Restricted/Committed Fund Balance 9/30/2017	<u>1,040,572 *</u>
Appropriated Restricted/Committed Fund Balance FY 2018	(505,000)
Projected Restricted/Committed Fund Balance 9/30/2018	<u>535,572 *</u>

### FY 2018 Budget Summary

#### Adopted Revenues

Intergovernmental Revenues	668,396
Interest Earnings	500
Transfer From General Fund	1,043,478
Appropriated Restricted/Committed Fund Balance	505,000
<b>Total Revenues</b>	<u><b>2,217,374</b></u>

#### Adopted Expenditures

Personnel Costs	74,970
Operating Items	341,894
Capital Outlay	1,800,510
<b>Total Expenditures</b>	<u><b>2,217,374</b></u>

#### NOTE:

\* Includes the Transportation Surface and Drainage Ongoing Rehabilitation Program (TSDOR) Construction Contingency Reserve Projections of \$633,148 and \$285,728 for FY's 2017 and 2018, respectively



## MUNICIPAL TRANSPORTATION REVENUES

Line Item Prefix: 101-0000-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
312-31241	First Local Option Gas Tax (.06)	76,800	77,371	74,543	77,478	79,359
312-31242	Second Local Option Gas Tax (.03)	55,234	55,426	53,531	56,010	56,717
335-33512	State Revenue Share-Gas Tax (.08)	39,870	37,920	38,329	37,239	42,320
337-33740	Local Grant - SFWMD/CBWCD/SBDD	6,507	7,000	-	-	150,000
334-33449	State Grant - Transportation	247,852	605,359	416,000	416,000	340,000
<b>TOTAL</b>	<b>Intergovernmental Revenues</b>	<b>426,263</b>	<b>783,076</b>	<b>582,403</b>	<b>586,727</b>	<b>668,396</b>
381-38101	Transfer From General Fund	794,139	1,012,341	913,393	913,393	1,043,478
361-36110	Interest Earnings	878	2,146	250	500	500
399-39900	Appropriated Restricted/Committed Fd Balance	-	-	308,891	373,084	505,000
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>795,017</b>	<b>1,014,487</b>	<b>1,222,534</b>	<b>1,286,977</b>	<b>1,548,978</b>
<b>TOTAL</b>		<b>1,221,281</b>	<b>1,797,564</b>	<b>1,804,937</b>	<b>1,873,704</b>	<b>2,217,374</b>

## Municipal Transportation Fund Expenditures

Line Item Prefix: 101-5100-541:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
12100	Regular Salaries & Wages	60,307	47,466	61,688	61,688	64,772
21100	Payroll Taxes	4,350	3,494	4,719	4,719	4,955
22100	Retirement Contribution	2,969	(2,008)	3,084	3,084	3,239
23100	Life & Health Insurance	3,730	1,267	183	174	175
24100	Workers Compensation	1,050	1,037	1,331	1,331	1,830
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>72,407</b>	<b>51,256</b>	<b>71,005</b>	<b>70,996</b>	<b>74,970</b>
31010	Professional Services/Studies/Surveys	39,244	18,602	57,115	45,000	38,500
34100	Other Contractual Services	-	12,262	-	-	-
40100	Mileage Reimbursement	-	-	250	150	150
46010	Maintenance Service/Repair Contracts	55,487	62,399	85,352	75,320	74,320
49100	Other Current Charges	2,274	2,325	3,325	3,325	3,325
53100	Road Materials-Gen. &/or Emergencies	36,998	81,795	65,000	80,000	80,000
53110	Road Materials-Griffin Road Maintenance	102,460	105,691	174,999	162,475	132,599
53200	Traffic Signs	18,623	8,393	13,000	13,000	13,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>255,086</b>	<b>291,466</b>	<b>399,041</b>	<b>379,270</b>	<b>341,894</b>
61100	Land	-	23,065	-	-	-
63260	Infrastructure - Drainage	357,793	235,853	184,325	248,518	805,510
63280	Infrastructure - Roadway Paving/TSDOR	72,063	598,086	536,074	32,603	965,000
63300	Infrastructure - TW Entranceway Signage	18,153	28,185	30,000	30,000	-
63320	Infrastructure - Guardrails	48,600	237,220	350,000	350,000	10,000
63340	Infrastructure - Roadway Improvements	5,823	78,568	128,995	118,995	-
63360	Infrastructure - Striping/Markers	114,269	29,652	105,497	105,497	20,000
63365	Infrastructure - Major Sidewalk Repairs	14,831	-	-	-	-
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>631,530</b>	<b>1,230,629</b>	<b>1,334,891</b>	<b>885,613</b>	<b>1,800,510</b>
<b>TOTAL</b>	<b>TRANSPORTATION FUND</b>	<b>959,023</b>	<b>1,573,352</b>	<b>1,804,937</b>	<b>1,335,879</b>	<b>2,217,374</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
31010	(\$12,015)	Lower than anticipated traffic engineering studies
53100	\$15,000	Higher due to more emergency repairs (potholes) than anticipated
53110	(\$12,524)	Lower than anticipated irrigation costs per program mod
63260	\$64,193	Higher due to the completion of 2 extra drainage projects
63280	(\$504,471)	Lower due to timing of anticipated expenses to be incurred in FY18

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
31010	\$43,500	Higher due to new Stormwater Master Plan program mod
63260	\$556,992	Higher due to Drainage Improvement project per CIP
63280	\$932,397	Higher due to TSDOR CIP and timing of expenses
63300	(\$30,000)	Lower due to TW entranceway signage CIP funding deferred
63320	(\$340,000)	Lower provision for guardrails due to reduction in grants
63340	(\$118,995)	Lower due to project completion in FY17
63360	(\$85,497)	Lower striping/markers CIP anticipated

# 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Planning / Permitting	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000	\$ -
Engineering Design and Surveying	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 675,000	\$ 202,096
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 4,358
Construction including Contingency & Inflation	\$ 669,420	\$ 340,050	\$ 347,000	\$ 347,000	\$ 347,000	\$ 2,050,470	\$ 496,299
Construction Reserve/Replenishment	\$ 147,580	\$ 6,950	\$ -	\$ -	\$ -	\$ 154,530	
Total Project Cost	\$ 965,000	\$ 495,000	\$ 495,000	\$ 495,000	\$ 495,000	\$ 2,945,000	\$ 702,752
Revenue Source	TFB=\$495,000 GF Tfr=\$470,000 (mill=.3612)	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. Per the direction of the Drainage and Infrastructure Advisory Board (DIAB), the TSDOR program annual budget has been revised and capped at a not to exceed amount of \$495,000 that includes a 10% contingency, if necessary, that would serve to replenish the TSDOR contingency reserve set at a minimum amount of \$200,000. However, for FY 2018 Town Council has directed staff to reduce the \$495,000 budget to \$470,000 in an attempt to lower the overall total millage. Based on this direction, the TSDOR program schedule has been extended to a 25+ year period, and the amount available in the contingency reserve will fluctuate depending on the actual cost of construction and approved project delivery method. Depending on existing road conditions, construction costs include new pavement surfacing, truing and leveling, full depth reclamation and/or rehabilitation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. All legal expenses associated with unforeseen FY 2020 road segment right-of-way issues are included in the FY 2018 budget projection (two-year window). All consulting costs for surveying, design, permitting, and contract bid document preparation for FY 2019 road segments were included in the FY 2018 budget projection (one-year window). Construction administration and related inspection services for FY 2018 road segments are included in the FY 2018 budget projection. A 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 and is replenished or utilized annually, pursuant to Council budget discretion. The following road segment improvements are scheduled for construction during FY 2018:							
FY 2018 ROAD SEGMENTS						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 public ROW limits						TBD	
Melaleuca Drive (0.37 Miles) from Stirling Road to SW 56th Street						TBD	
FY 2018 Total Construction including Contingency and Inflation						\$669,420	
FY 2019 Road Segments Engineering Design and Surveying						\$135,000	
Construction Reserve/Replenishment						\$147,580	
Planning / Permitting						\$3,000	
FY 2018 and FY 2019 Segments TOTAL:						\$955,000	
FY 2020 Land Mitigation (Legal) TOTAL:						\$10,000	
FY 2018 Grand TOTAL:						\$965,000	
** Segment costs assume full public right of way is available October 1, 2017.							
	FY 2015 (initial year)	FY 2016 (original Bud)	FY 2017 (original Bud)	Less: Total Expenditures thru 9/30/2017 (est.)	SUB-TOTAL	FY 18 Reserve Replenishment/ (Utilization)-Net	TOTAL @ 9/30/2018 (est.)
Construct.\Committ. Reserve(detail):	\$ 374,200	\$ 466,700	\$ 495,000	\$ (702,752)	\$ 633,148	\$ (347,420)	\$ 285,728
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2018				
Operating	\$ -						
Replacement Cost	FY 2018	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

# FUNDED

## Town of Southwest Ranches Capital Improvement Project

Project	Drainage Improvement Projects						
Priority	Transportation #2			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies						\$ -	\$ 9,200
Engineering/Architecture		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000	\$ 55,474
Land Acquisition/ Site Preparation							
Construction	\$ 805,510	\$ 79,000	\$ 79,000	\$ 79,000	\$ 79,000	\$ 1,121,510	\$ 1,007,289
Equipment/ Furnishings							
Other (Hardware)		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 4,000	\$ 1,000
TOTAL COST	\$ 805,510	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 1,205,510	\$ 1,072,963
Revenue Source	G=\$490,000 GF Trf=\$315,510	GF Trf	GF Trf	GF Trf	GF Trf	G=\$150,000 GF Trf=\$773,510	G=\$525,446 GF Tfr=\$349,000 TFB=\$198,517
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 street drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The current list of drainage projects comprises more than 12 projects including a joint venture participation agreement with subsidies from the South Florida Water Management District (\$100,000) and the South Broward Drainage District (\$50,000) for the Dykes Road Drainage and Water Quality Project. The Town also received a grant award in the amount of \$340,000 from Florida Department of Environmental Protection with a \$60,000 match for the next six projects listed below. The FY 2018 – 2022 priorities are as follows:							
Projects							Estimated Cost
Dykes Road Drainage and Water Quality Improvement Joint Venture Project (SFWMD & SBDD partial funding of \$150,000)							\$405,510
Construct catch basin on west side of 5501 Holatee Tr (SW 136th Ave) and a headwall at canal at east side of Holatee Tr (DEP partial funding)							\$18,000
Restoration of Dykes Road eastside swale from Huntridge Drive to Tom Thumb (FDEP partial funding)							\$100,000
Upgrade culverts along Dykes road eastside streets from Huntridge Dr to Tom Thumb (FDEP partial funding)							\$70,000
Const. outfall from SW 54th Place and SW 188th Avenue Intersection to canal (FDEP partial funding)							\$78,000
SW 178th and Griffin Road swale improvements (FDEP partial funding)							\$40,000
SW 201st Avenue drainage improvements (FDEP partial funding)							\$94,000
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.							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
SW 54th Street and 17400 block interconnect							TBD
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year:	\$					
Revenue/Other	\$						
Total	\$5,000						

# FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various town streets (non-TSDOR).						
Fiscal Year	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total	Prior Years
Plans and Studies						\$ -	\$ 13,850
Engineering, Architecture & Permitting						\$ -	
Land Acquisition/Site preparation						\$ -	
Construction	\$ 20,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 220,000	\$ 359,396
Equipment/Furnishings						\$ -	
Other (Specify)						\$ -	
TOTAL COST:	\$ 20,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 220,000	\$ 373,246
Revenue Source	GF Tfr	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 \$120,000	GAS \$18,246 TFB \$135,000 GF Tfr \$170,000 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 for FY 2018 with a reduction in funding to \$20,000 pursuant to Council direction as follows:</p> <p>* All striping on Stirling Road from Dykes Road to SW 166th Avenue (0.5 miles)</p> <p>* Edge and centerline on SW 178th Avenue (2.25 miles)</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.				
Operating	\$ -						
Replacement Cost	Year: 2026	\$ 50,000					
Revenue/Other	\$ -						
Total	\$ 50,000						

# FUNDED

Town of Southwest Ranches																	
Capital Improvement Project																	
<b>Project</b>	<b>Guardrails Installation Project</b>																
<b>Priority</b>	<b>Transportation</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 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total</b>	<b>Prior Years</b>										
<b>Plans and Studies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
<b>Design &amp; Permitting</b>	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 160,000	\$ 103,130										
<b>Land Acquisition</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
<b>Construction</b>	\$ 10,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 250,000	\$ 606,512										
<b>Furnishings</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
<b>Other (Specify)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
<b>TOTAL COST:</b>	\$ 10,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 410,000	\$ 709,642										
<b>Revenue Source</b>	<b>TFB</b>	<b>NF</b>	<b>NF</b>	<b>NF</b>	<b>NF</b>	<b>TFB=\$10,000 NF=\$400,000</b>	<b>GF-FB=\$4,750 TFB=\$50,000 GAS/TFB=\$60,000</b>										
<b>Description (Justification and Explanation)</b>																	
<p>The Town desires to provide and maintain a reasonable planning level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage &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%;">SW 130th Avenue at Griffin Road (FY 18)</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td>Hancock Road from Griffin Road to Stirling Road (FY 19)</td> <td style="text-align: right;">\$ 100,000</td> </tr> <tr> <td>Hancock Road from Stirling Road to Sheridan Street (FY 20)</td> <td style="text-align: right;">\$ 100,000</td> </tr> <tr> <td>TBD by Drainage Improvement Advisory Board (FY 21 &amp; FY 22)</td> <td style="text-align: right;"><u>\$ 200,000</u></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$ 410,000</b></td> </tr> </table>								SW 130th Avenue at Griffin Road (FY 18)	\$ 10,000	Hancock Road from Griffin Road to Stirling Road (FY 19)	\$ 100,000	Hancock Road from Stirling Road to Sheridan Street (FY 20)	\$ 100,000	TBD by Drainage Improvement Advisory Board (FY 21 & FY 22)	<u>\$ 200,000</u>	<b>Total</b>	<b>\$ 410,000</b>
SW 130th Avenue at Griffin Road (FY 18)	\$ 10,000																
Hancock Road from Griffin Road to Stirling Road (FY 19)	\$ 100,000																
Hancock Road from Stirling Road to Sheridan Street (FY 20)	\$ 100,000																
TBD by Drainage Improvement Advisory Board (FY 21 & FY 22)	<u>\$ 200,000</u>																
<b>Total</b>	<b>\$ 410,000</b>																
<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																

## **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 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 2018

### FY 2017 Estimated

Estimated Volunteer Fire Fund Revenue	157,289
Estimated Expenditures & Encumbrances	(150,637)
Estimated FY 2017 Excess of Revenue over Expenditures	<u>6,652</u>

### FY 2018 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2016	61,137
Estimated FY 2017 Excess of Revenue over Expenditures	6,652
Appropriated Restricted Fund Balance in FY 2017	<u>0</u>
Projected Restricted Fund Balance 9/30/2017	<u>67,789</u>
Appropriated Restricted Fund Balance in FY 2018	(38,447)
Projected Restricted Fund Balance 9/30/2018	<u>29,342</u>

### FY 2018 Budget Summary

#### Adopted Revenues

Contributions/Private Sources	10,000
Transfer from General Fund	149,324
Appropriated Restricted Fund Balance	<u>38,447</u>
<b>Total Revenues</b>	<b><u>197,771</u></b>

#### Adopted Expenditures

Personnel Costs	131,015
Operating Items	28,309
Capital Outlay	<u>38,447</u>
<b>Total Expenditures</b>	<b><u>197,771</u></b>



## Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
364-36400	Disposition of Assets	-		-	-	-
366-36610	Contributions/Donations-Private Sources	13,049	14,810	10,000	12,000	10,000
361-36117	Interest Earnings	116	227	-	375	-
381-38101	Transfer from General Fund	133,837	105,899	144,914	144,914	149,324
399-39900	Appropriated Fund Balance	-	-	-	-	38,447
<b>TOTAL</b>	<b>Non-Operating Revenue</b>	<b>147,002</b>	<b>120,937</b>	<b>154,914</b>	<b>157,289</b>	<b>197,771</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>147,002</b>	<b>120,937</b>	<b>154,914</b>	<b>157,289</b>	<b>197,771</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 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix Code	Object Description					
13100	Part-Time Salaries & Wages	63,339	82,341	112,125	112,125	112,125
21100	Payroll Taxes	4,846	6,300	8,578	8,578	8,578
24100	Workers Compensation	-	-	9,011	9,234	10,312
<b>TOTAL</b>	<b>PERSONNEL EXPENSES</b>	<b>68,184</b>	<b>88,641</b>	<b>129,714</b>	<b>129,937</b>	<b>131,015</b>
34100	Other Contractual Services	39,850	-	-	-	-
45100	Property and Liability Insurance	26,793	18,381	15,200	15,200	18,309
48110	Promotional Activities	6,778	3,425	10,000	5,000	10,000
49100	Other Current Charges	3,499	4,841	-	500	-
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>76,920</b>	<b>26,648</b>	<b>25,200</b>	<b>20,700</b>	<b>28,309</b>
64100	Machinery and Equipment	-	-	-	-	38,447
<b>TOTAL</b>	<b>CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,447</b>
581-91201	Transfer to Debt Service Fund	-	19,000	-	-	-
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>-</b>	<b>19,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL</b>	<b>VOLUNTEER FIRE FUND</b>	<b>145,105</b>	<b>134,288</b>	<b>154,914</b>	<b>150,637</b>	<b>197,771</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 2017 to Projected FY 2017

Code	Amount	Explanation
48110	(\$5,000)	Lower than anticipated fund raising expenses

### Major Variance or Highlights of the Departmental Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
45110	\$3,109	Primarily due to increased cost to insure new Volunteer Fire Officer vehicle
64100	\$38,447	Provision for Volunteer Fire Officer Vehicle Acquisition

# FUNDED

Town of Southwest Ranches, Florida

## FY 2018 Program Modification

### Volunteer Fire Officer Vehicle Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety	Volunteer Fire Fund	5	\$38,447

#### Justification and Description

Primarily a replacement of an existing Volunteer Chief – Station #82 Vehicle. The current vehicle is a 2004 Ford Crown Victoria Police Interceptor that was purchased used by the Department in 2008 after it had been taken out of service by a Police department. The vehicle is currently 17 years old with approximately 170,000 miles on its odometer and has reached the end of its useful life. Even though the vehicle has been fleet maintained throughout its life, maintenance/repair costs have been steadily increasing over the past several years. Major repairs to the vehicle's drivetrain are pending.

Purchase of a new vehicle now by the Southwest Ranches Volunteer Fire Rescue, Inc is advisable utilizing their fund-raising bank account reserves. Therefore, no impact on the Towns annual Fire Assessment or General Fund is required. A new vehicle's warranty will obviate the need for repair costs for at least the first 3 years that the vehicle is in service.

Purchase can be made via the Florida Sheriff's Association Cooperative Purchasing Bid Award Program (Bid Number FSA16-VEL24.0 Specification #8). The bid award for a 2017 Chevrolet Tahoe 4WD police pursuit vehicle for the southern region was for \$33,447 through Alan Jay Chevrolet. The vehicle will be marked at an additional cost for painting or decaling of approximately \$4,000. An additional cost of \$1,000 for installation of necessary radio equipment is anticipated. Total cost is budgetarily anticipated at \$38,447 however, the net fire assessment impact is zero (\$0) as the SWR Volunteer Fire Rescue, Inc has voluntarily consented to contribute 100% of the cost from its fund-raising bank account.

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

The current vehicle is past its service life. Increased repair costs will occur each year that it remains in service.

#### Required Resources

Line item	Title or Description of request	Cost
102-3200-522-64100	Machinery & Equipment	\$38,447



## 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.



2017 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Kiana Kidder*

**FY 2017-2018**



## Solid Waste Fund

The Town of Southwest Ranches, Florida contracts its solid waste (garbage) collection. The Town offers quality services at reasonable rates. Changes in total rates are adopted for FY 2018.

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.



2017 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Dario Martinez*

**FY 2017-2018**

## **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. A newly approved contractor continues in this same fashion however, with significant sanctions, fines and penalty provisions if service delivery falls below expectations.

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 \$225,765 to reimburse (i.e. cost recovery) a portion of its overall personnel costs.

The current budget adopted changes to the solid waste special assessment fees for each range of lot square footage. Because of contractual agreement expiration necessitating a formal procurement process, increases to solid waste, recycling and bulk waste contractual formulas have occurred. Although the new cost of service solely dictates an approximate 73% increase, it has been adopted that \$300,894 in unrestricted Solid Waste Fund net assets be utilized to gradually increase or “smooth” rates to an approximate 25% increase across all collection parcel sizes for FY 2018 factoring total Solid Waste Assessment expenses. Accordingly, future year increases seem probable to fully accommodate the smoothing technique as well as to factor changes in consumer price and fuel indexes to obtain and then remain a fully funded user based operation.

Ultimately, Town staff will facilitate, assist and transition the change to the new contractor in the most ideal manner causing the least amount of impact to customers while attempting to increase the Town's recycling tonnage and continue to process their waste in the most efficient and environmentally sound manner.

## Solid Waste Fund Summary Fiscal Year 2018

### FY 2017 Estimated

Estimated Solid Waste Fund Service Revenue	1,063,364
Estimated Expenditures & Encumbrances	(990,003)
Estimated FY 2017 Excess of Revenue over Expenditures	<u>73,360</u>

### Projected Unrestricted Net Position

Audited Unrestricted Net Position 9/30/2016	989,337
Estimated FY 2017 Excess of Revenue over Expenditures	73,360
Projected Unrestricted Net Position 9/30/2017	<u>1,062,697</u>
Appropriated Unrestricted Net Position in FY 2018	(300,894)
Projected Unrestricted Net Position 9/30/2018	<u>761,803</u>

### FY 2018 Budget Summary

<b>Adopted Revenues</b>	
Service Revenues	1,320,364
Interest Earnings	5,700
Appropriated Unrestricted Net Assets	300,894
<b>Total Revenues</b>	<u><b>1,626,958</b></u>
 <b>Adopted Expenditures</b>	
Operating Items	1,389,865
Non-Operating Costs	237,093
<b>Total Expenditures</b>	<u><b>1,626,958</b></u>

## Solid Waste Fund Revenues

Line Item Prefix: 401-0000-:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
325-32524	Solid Waste Assessment	679,885	688,890	677,347	689,138	617,926
325-32525	Solid Waste Assessment - Delinquent	414	(32)	-	100	-
325-32526	Bulk Waste Assessment	348,689	355,191	348,936	355,938	696,810
325-32527	Bulk Waste Assessment - Delinquent	286	(21)	-	60	-
343-34340	Recycling Revenues	16,273	9,267	11,000	13,128	5,628
<b>TOTAL</b>	<b>Service Revenues</b>	<b>1,045,548</b>	<b>1,053,295</b>	<b>1,037,283</b>	<b>1,058,364</b>	<b>1,320,364</b>
369-36990	Other Miscellaneous Revenues	279,579	-	-	-	-
389-38910	Interest Earnings	1,498	5,147	2,250	5,000	5,700
398-39800	Appropriated Unrestricted Net Assets	-	-	-	-	300,894
<b>TOTAL</b>	<b>Miscellaneous Revenues</b>	<b>281,078</b>	<b>5,147</b>	<b>2,250</b>	<b>5,000</b>	<b>306,594</b>
<b>TOTAL</b>	<b>SOLID WASTE</b>	<b>1,326,626</b>	<b>1,058,442</b>	<b>1,039,533</b>	<b>1,063,364</b>	<b>1,626,958</b>



## Solid Waste Fund Expenditures

Line Item Prefix: 401-4100-534:		FY 2015 Actual	FY 2016 Actual	FY 2017 Current Budget	FY 2017 Projected	FY 2018 Adopted
Suffix Code	Object Description					
31010	Professional Services	1,825	833	4,000	3,000	4,000
34200	Recycling Expense	49,884	50,617	50,470	50,776	102,309
34202	Solid Waste Collection Expense	277,953	289,369	287,527	289,362	395,986
34203	Solid Waste Disposal Expense	162,217	164,352	187,656	165,481	144,527
34205	Bulk Waste Collection Expense	107,191	108,552	107,976	108,587	364,553
34206	Bulk Waste Disposal Expense	161,486	162,522	163,952	164,869	373,490
49100	Other Current Charges	1,124	750	5,000	2,500	5,000
<b>TOTAL</b>	<b>OPERATING EXPENSES</b>	<b>761,681</b>	<b>776,994</b>	<b>806,581</b>	<b>784,576</b>	<b>1,389,865</b>
581-91001	Transfer to General Fund	168,833	185,828	205,427	205,427	225,765
99100	Contingency	-	-	27,525	-	11,328
<b>TOTAL</b>	<b>NON-OPERATING EXPENSES</b>	<b>168,833</b>	<b>185,828</b>	<b>232,952</b>	<b>205,427</b>	<b>237,093</b>
<b>TOTAL</b>	<b>SOLID WASTE FUND</b>	<b>930,514</b>	<b>962,822</b>	<b>1,039,533</b>	<b>990,003</b>	<b>1,626,958</b>

### Major Variance from Current Budget FY 2017 to Projected FY 2017

Code	Amount	Explanation
34203	(\$22,175)	Lower than anticipated solid waste disposal costs

### Major Variance or Highlights of the Fund Budget - FY 2017 Projected to FY 2018 Adopted

Code	Amount	Explanation
34200	\$51,533	Higher cost of service for a new contractual vendor
34202	\$106,624	Higher cost of service for a new contractual vendor
34205	\$255,966	Higher cost of service for a new contractual vendor
34206	\$208,621	Higher cost of service for a new contractual vendor

**Town of Southwest Ranches**  
**Adopted FY 2017/2018**  
**Solid Waste Assessment Worksheet**

**Sources:**

WastePro of Florida, Inc Contract  
 Broward County Property Appraiser  
 Munilytics Consultant Study

Description	Solid Waste & Recycling	Bulk Waste	Total Adopted FY 17/18
% Allocation Direct Expenses Only	47%	53%	

**Direct Expenses:**

Solid Waste Collection	\$ 395,986	\$ -	\$ 395,986
Recycling Collection	\$ 102,309	\$ -	\$ 102,309
Bulk Waste Collection	\$ -	\$ 364,553	\$ 364,553
Solid Waste Disposal	\$ 144,527	\$ -	\$ 144,527
Bulk Waste Disposal	\$ -	\$ 373,490	\$ 373,490
<b>Sub-Total Cost of Service</b>	<b>\$ 642,822</b>	<b>\$ 738,043</b>	<b>\$ 1,380,865</b>
Less: Utilization of Unrestricted Net Position			\$ (300,894)
<b>Sub-Total</b>	<b>\$ 642,822</b>	<b>\$ 738,043</b>	<b>\$ 1,079,971</b>

**Other Expenses**

Statutory Discount	\$ 55,186
Collections Cost	\$ 18,722
Townwide Personnel\Contractual Costs	\$ 225,765
<b>Total Solid Waste Assessment Expenses</b>	<b>\$ 1,379,644</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 17/18	Total Assessed Rates FY 16/17	Difference: Increase
<b>A</b>	<b>- 41,200</b>	405	\$ 250.10	\$ 205.34	\$ 455.44	\$ 389.65	\$ 65.79
<b>B</b>	<b>41,201 46,999</b>	423	\$ 250.10	\$ 240.98	\$ 491.08	\$ 409.45	\$ 81.62
<b>C</b>	<b>47,000 62,999</b>	411	\$ 250.10	\$ 291.87	\$ 541.97	\$ 433.30	\$ 108.66
<b>D</b>	<b>63,000 95,999</b>	446	\$ 250.10	\$ 314.37	\$ 564.47	\$ 445.84	\$ 118.63
<b>E</b>	<b>96,000 106,999</b>	452	\$ 250.10	\$ 355.37	\$ 605.47	\$ 469.34	\$ 136.13
<b>F</b>	<b>107,000 &gt;107,000</b>	431	\$ 250.10	\$ 433.50	\$ 683.60	\$ 510.01	\$ 173.59

**Town of Southwest Ranches, FL**  
**Adopted Cost Allocation Plan for FY 2018 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	\$ 69,487	87%	\$ 60,454	5%	\$ 3,474	8%	\$ 5,559
Attorney	\$ 570,000	87%	\$ 495,900	5%	\$ 28,500	8%	\$ 45,600
Executive	\$ 432,121	70%	\$ 302,485	15%	\$ 64,818	15%	\$ 64,818
Finance	\$ 372,063	70%	\$ 260,444	15%	\$ 55,809	15%	\$ 55,809
Clerk	\$ 185,181	88%	\$ 162,959	5%	\$ 9,259	7%	\$ 12,963
Public Works	\$ 242,411	98%	\$ 237,563	1%	\$ 2,424	1%	\$ 2,424
Code Enforce.	\$ 153,700	52%	\$ 79,924	40%	\$ 61,480	8%	\$ 12,296
PROS	\$ 107,826	100%	\$ 107,826	0%	\$ -	0%	\$ -
<b>Totals</b>	<b>\$ 2,132,789</b>		<b>\$ 1,707,555</b>		<b>\$ 225,765</b>		<b>\$ 199,469</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.

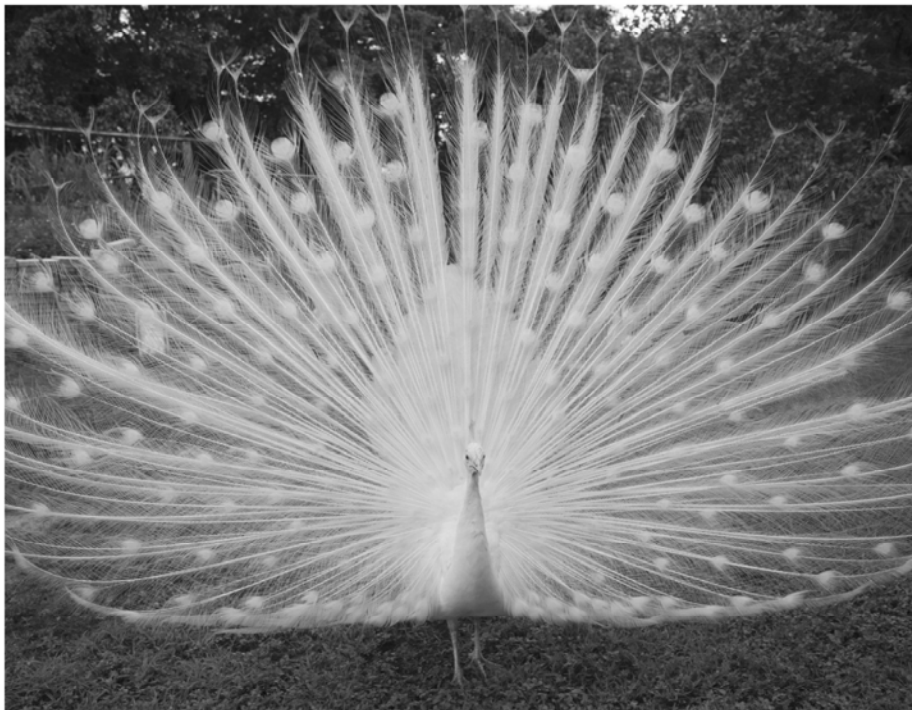


## Appendix

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.



2017 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

*Submitted by: Audrey Warren*

**FY 2017-2018**

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 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 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 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.

**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.

**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.

**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 of Florida Department of Financial Services for use by all governmental entities.

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

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

**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.

**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 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.

**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.

**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 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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