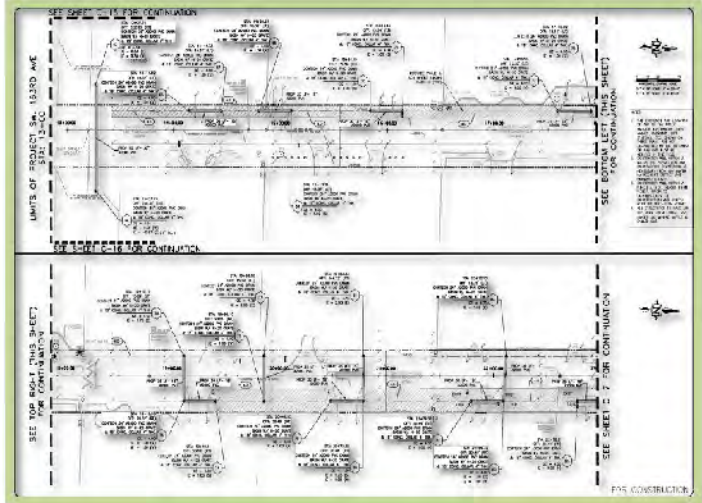


ADOPTED BUDGET



**TOWN OF SOUTHWEST RANCHES
FISCAL YEAR 2019 - 2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020**

TOWN OF SOUTHWEST RANCHES, FLORIDA
ADOPTED BUDGET
Fiscal Year 2019-2020



TOWN COUNCIL



Mayor
Doug McKay



Vice Mayor
Gary Jablonski



Councilmember
Bob Hartmann



Councilmember
Denise Schroeder



Councilmember
Vacant at Adoption



TOWN OF SOUTHWEST RANCHES, FLORIDA

Town Charter Officers

Andrew D. Berns, MPA - Town Administrator

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

Keith Poliakoff, JD - Town Attorney

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

Administrative & Support Staff

Emily Aceti - Community Services Manager

Danielle Caban - Executive Assistant to Town Administrator

Philip Chorath - Engineer 1

Jack Fisher, CBO, CFM - Building Official

Jeff Katims, AICP, CNU-A - Planning Department

Susan Kutz - Administrative Specialist

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

Rod Ley, PE, LEED AP - Town Engineer

Sandy Luongo - General Services Manager

Venessa Redman - Accounting Clerk

Ivette Solera, CMC - Deputy Town Clerk

Robert Solera - Community Development Director

Richard Strum - Controller

Lee Bennett - Volunteer Fire Chief

Robert Sahdala - Assistant Volunteer Fire Chief

Fiscal Year 2019—2020

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.



A Reader's Guide

The Budget as a Policy Document

As a policy document, the Budget indicates: 1) the services the Town will provide during the twelve-month period beginning October 1, 2019 and ending September 30, 2020, 2) the level to which those services will be provided and 3) what modifications to previous year practices and policies are recommended for collection of revenue and distribution of resources. The Town Administrator's and Town Financial Administrator's adopted budget message (located on pages 1(a)-(c)) summarizes the challenges and opportunities for the coming year.

The Budget as an Operations Guide

As an operations guide, the Budget indicates how revenues are generated and services are delivered to the community. The departmental budget sections provide a multi-year history of expenditures, explains the variances in expenditures from the prior year (FY 18/19) budget to projected prior year expenditures, explains the variances in expenditures from the projected prior year (FY 18/19) to adopted current year (FY 19/20) and identify adopted funded personnel positions.

The Budget as a Financial Plan

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

The Budget as a Communications/Transparency Device

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

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

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

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Budget Overview



2019 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted by: Giordano Gabriello

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 2019-2020



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

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(954) 434-1490 Fax

Town Council
Doug McKay, Mayor
Gary Jablonski, Vice Mayor
Bob Hartmann, Council Member
Denise Schroeder, Council Member
Vacant at adoption, 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, 2019

FY 2020 Adopted Budget Transmittal Letter

Honorable Mayor and Town Council Members
Town of Southwest Ranches, Florida

Dear Mayor and Town Council Members:

In accordance with Sections 3.03, 3.11 and 4.04 of the Town Charter, we are pleased to submit the Approved Operating Budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020. It is a balanced budget as required by Florida Statutes. A balanced budget is defined as revenues and other sources equaling expenditures/expenses and other uses including reserves. For FY 2019-20, the Townwide combined uses of funds including operations, transfers and fund balance/reserves total \$18,218,318. The Approved General Fund operating portion of the budget is \$12,795,993.

BUDGET DIRECTION

The strategic goals and priorities outlined by Staff and confirmed by Town Council were used as a guide to prioritize funding in the FY 2019-20 budget. The Adopted budget supports these goals and priorities while at the same time maintaining the Town's outstanding service levels. Expenditures are strategically linked to the goals, objectives, core businesses, and existing obligations of the Town. The strategic goals include:

GUIDING PRINCIPLES

- Sound Governance
- Enhanced Resource Management
- Reliable Public Safety
- Improved Infrastructure
- Cultivating a Vibrant Community

Strategic priorities form the basis for how we develop goals for the future and deploy resources necessary to pursue and achieve those goals.

The Town of Southwest Ranches' FY 2020 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 2020 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 2020 budget year (October 1, 2019 – September 30, 2020).

Adopted Millage and Rate Summary

The aggregate value (the value of all properties within the Town combined) increased 5.39% (net of new construction and reassessments of existing properties). This represents the greatest percentage increase in over seven years. The January 2019 Broward County Property Appraiser's July 1st certified assessment effects the millage maximums allowed by state law. This budget provides for continual funding for year six (6) 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 maintain services to the community and continues to invest in maintenance and improvement projects.

The budget document is based upon the most current financial information available. Since none of us can predict the future with certainty, staff must assume, in presenting this budget, that the amounts used can be reasonably relied upon. Items which could have a significant impact on the Town's operating revenues and expenses and which are of particular concern are: 1. uncertainty in the national economy and its potential impact on the Town's health care costs, and 2. potential changes in legislative actions, federal policies and federal regulations.

The total millage originally proposed by staff and finally adopted by Council was the roll-back rate of 4.6564 mills for operations, quality of life improvements and TSDOR. The aforementioned increase in taxable value did not fully cover inflationary costs on the Town's operating budget. To achieve the roll-back millage rate, a number of modifications were required. These include: 1. decreases to operating and capital projects expenditures, 2) utilization of available fund balances, and 3) revisiting revenue trends which resulted in increased revenue projections.

The adopted total millage rate is a 0.1747 mills decrease from the FY 2018-19 adopted rate of 4.8311. As a result, a home with a taxable value of \$250,000 in the Town of Southwest Ranches will pay \$1,164.10 in total Town ad valorem taxes and the Town will not receive any increase in total property tax revenue in FY 2020. Property owners whose taxable value did not change from the prior fiscal year, despite the overall increase in assessment values, will experience a 3.75% reduction in their property taxes.

All Trim impacted Capital Improvement Projects and Program Modifications for FY 2020 were adopted by the Town Council as recommended in the FY 2020 Proposed Budget

Book. With the rate adoption, the Town of Southwest Ranches' millage rate improved one ranking to become the seventh (7th) lowest of all thirty-one (31) Broward County municipal services rates (or lowest 23%).

Adopted Service Rates Summary

Council policy direction led to adoption of the proposed FY 2020 Fire Protection Assessment rates. The adopted rates result in reductions throughout all property categories. Concerns raised during a community budget workshop and public hearings, resulted in Council deferring the imposition of proposed fire assessment fees to new commercial square footage (identified through a Broward County Property Appraiser audit). The deferral is pending completion of a new Fire Assessment methodology study. The deferral resulted in a commercial category rate increase from the proposed rate (.39 to .90 cents). However, the adopted rate of .90 still represents a .09 cent reduction from the prior fiscal year. To fund the new Fire Assessment methodology study program modification, the originally proposed Volunteer Fire Apparatus replacement program modification was not funded.

The FY 2020 residential Solid Waste rates for all parcel tranches were reduced as recommended in the FY 2020 Proposed budget and were adopted with no changes.

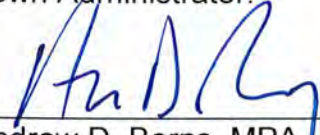
Summary Comments

In summary, fundamental or core municipal government operations remain unchanged while acknowledging that the costs to the Town have increased as a result of market and/or contractual costs beyond the Town's control. We encourage you to read further into all the information describing the FY 2020 budget.

The development of this year's Adopted Budget has taken a great deal of time, energy, and hard work from your professional staff. We would like to extend a sincere appreciation for the collaboration between the Town, the Council and our residents. As we move forward with the many great initiatives we have on the horizon, we appreciate the confidence and support the Mayor and Council have shown us and our tremendous staff.

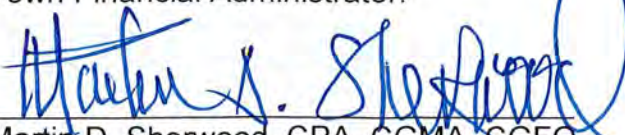
Thank you to our employees who live our vision of serving with excellence, innovation and integrity. We are deeply grateful for their dedication, commitment and ability to deliver quality services to our community.

Town Administrator:



Andrew D. Berns, MPA

Town Financial Administrator:



Martin D. Sherwood, CPA, CGMA, CGFO



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Southwest Ranches, FL 33330-2628

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Russell Muñiz, MBA, MPA, MMC, Assistant Town Administrator/Town Clerk
Keith M. Poliakoff, JD, Town Attorney
Martin D. Sherwood, CPA, CGMA, CGFO, Town Financial Administrator

July 12, 2019

FY 2020 Proposed Budget Transmittal Letter

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

An Unusual Economic Environment

A word of extra caution is offered when considering this proposed budget and the caution is related to the United States (US) economy. Regardless of where the reader falls on the political ideology spectrum, our fiduciary responsibility is to make predictions and assessments based upon the data available. Some patterns of management evidenced within the past year make market prediction less reliable.

- The US has been in a period of economic recovery and growth for more than a decade (a record) and one might reasonably (as many experts have suggested) expect that to slow down.
- We have modified our position in international agreements (particularly trade) and imposed protectionist tariffs against several trading partners and individuals. Professional macro-economists believe that at least some of these will have a negative effect on the US economy.
- We have modified our position numerous times on immigration which effects available workforce, decreases federal positive revenues, but may reduce some expenditures at the State and Local level.
- We have seen more turnover of cabinet leadership in one year than any of the past five US Presidents over their entire terms which leads to policy unpredictability.
- We have seen a change in federal disbursements which (through FEMA recovery) directly effects our Town by costing us hundreds of dollars daily in interest

expense while the federal government retains interest revenue earned on payments that are delayed.

In short, the equivocation, seeming spontaneity, and ambiguity that may (or may not) serve well as national policy makes economic predictions for communities, industry, commerce, and individual households more difficult. It should also be mentioned that we have seen a shift to a non-progressive United States Supreme Court (the first time since Chief Justice Earl Warren). Should the court be true to those values, it may well result in more responsibilities for services being shifted from the federal government to State and Local governments or potentially eliminated altogether.

Proudly Doing Our Best

Despite these concerns, it is our pleasure to provide you administration's Fiscal Year 2019/2020 Proposed Annual Budget – a fundamental instrument in the management of municipal government as a winning “Trifecta” in accomplishment. It is considered as such since it proposes reductions in not only the millage rate but also in our two special assessments and throughout all property categories. We have continued our practice of conservative estimations of revenues within a realistic range while projected a higher end of reasonable on the expenditure side. This Budget meets all the requirements of State Law, and also represents an effort to deliver required services and infrastructure systems under sound principals of fiscal sustainability. The budget plan for the next fiscal year balances the Town's financial resources with current programming and services levels while maintaining a solid financial position.

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

Proposed Millage and Rate Summary

The Broward County Property Appraiser (BCPA) has certified a total estimated taxable value for real and personal property of \$1,480,632,023 for the Town of Southwest Ranches. The aggregate increase to the Town's assessed valuations has increased by 5.39% which is positive. This increase is the ninth least in Broward County, but the greatest percentage increase in over seven years. The increase is generally attributable to over \$23 million (\$23,053,820) in new construction and building improvements which are themselves due, at least in part, to Town Council policy and Town Management combined with a stable housing market. With the current gross valuation for one mill (1.000) at \$1,480,632 (\$1,480,632,023/1000), a simple calculation puts the net anticipated receipts per mill at \$1,406,600 (net mill @ .95% pursuant to Florida Statutes).

The need for municipalities to continually encourage redevelopment and new development is evident by the effect of the growth for this year. Despite more than \$23 million in improvements, the increased tax value does not fully cover inflationary costs on the Town's operating budget. At the proposed fiscal year roll-back millage rate (4.6564) an additional \$107,348 would be generated. However, the escalator in the Town of Davie Police/Fire public safety contract alone amounts to approximately \$274,161. Accordingly, operating and capital project decreases as well as a thorough review of revenue trends were effectuated to fully fund this budget but is not sustainable in the future.

In addition, the previously mentioned change to federal reimbursement processes means that the Town will have to continue to pay interest on funds borrowed for Hurricane Irma recovery without receiving the interest made by the federal government on those funds during the delayed recovery (and audit) process. The interest payable is budgeted in excess of \$120,000. Keeping the millage rate from increasing from 4.6564 mills, is contingent, of course, upon not having dramatic fluctuation in the US economy resulting from cycles of capitalism and/or adverse decisions made at other governmental levels.

This proposed budget is presented and balanced at the roll-back rate of 4.6564 mills. 4.2125 mills of this rate is recommended for operating expenses with the other .4439 mills earmarked for the Transportation Surface Drainage and Ongoing Rehabilitation (TSDOR) project. The net effect (given similar payments) is that the Town will receive no additional revenues from property taxes in FY 2020. Property owners whose taxable value has not changed, will experience a 3.75% reduction in their property taxes at this proposed rate. While some property owners will receive a tax decrease, Florida law requires that published millage advertisements reflect neither an increase nor decrease.

Fire Assessment Rates:

Proposed rates for property categories are lower from the current year's (FY 2018-2019) rates. The net dollar decrease of **(\$53,395)** within all property categories result primarily from anticipated allocable fire protection contractual increase of \$62,375 due to a negotiated and approved five (5) year Public Safety – Fire contract with the Town of Davie effective October 1, 2017 offset by a reductions or completion in three components; 1. The installation of a fire station alerting system completed during the prior year **(\$80,000)**, 2. Close communication with Volunteer Fire leadership has resulted in an overall one-year reduction to departmental operating and capital expenditures **(\$24,369)**, and 3. Other direct expenses **(\$11,401)**. The proposed budget also funds;

- a. A capital Improvement relating to a continued provision for Fire Wells replacement and installation.
- b. Significant program modifications related to the Volunteer Fire Rescue operations to improve the quality of safety equipment for personnel (i.e. SCBA mask fit certification equipment & Bunker Gear) as well as continue with a provision for the replacement of a Volunteer Fire Apparatus.

While each property category will receive a reduction (\$20.14 for each residential unit), an audit by the Broward County Property Appraiser's Office (BCPA) has yielded some unexpected results; a significant increase (148%) in the amount of commercial/agricultural business fire protection assessable building square footage. Specifically, several properties had commercial/agricultural structures valued at greater than \$10,000 that were never previously fire assessed. The winners: commercial and/or commercial/agricultural properties with buildings that have previously been properly classified. Proposed category decreases per square foot are \$0.60 (from \$0.99 to \$0.39) or in excess of 60%. The losers: those properties that have been operating commercial/agricultural activities with structures not previously assessed. Estimated increases to those who were not previously assessed by BCPA range from \$500 to several thousand dollars. For Industrial/Warehouse properties, this means a reduction of \$0.24 per square foot; for Institutional properties, this means a reduction of \$0.04 per square foot; finally, for vacant/agricultural property, this means a reduction of \$0.79 per acre.

For FY 2020, eleven veterans have qualified for and claimed this exemption (an increase from 10 in the prior year). The total dollar impact to the Towns General Fund from eleven (11) Property Appraiser 100% service-connected qualified disabled veterans is \$5,759 (\$523.51 x 11 residents). Additionally, it shall also be noted that the general fund millage impact of imposed FS 170.01 (4) pertaining to a full Fire Assessment exemption for vacant agricultural property is \$62,839 (#660 acres x \$95.21).

Solid Waste Assessment Rates:

After many years at sub-market rates, the Town's previous vendor would not renew. Waste Pro, Inc was awarded a contract after an extensive competitive procurement process. Their most responsible and reliable contract called for an initial increase of approximately 73% for FY 2017/2018 to come up to market values. This significant percentage increase was initially subsidized by the Town. While there have been significant increases to users over the past two years, they have been historically "smoothed" and conservatively estimated pending an initial year "true-up" as a matter of Town Council equity in policy.

For FY 2019/2020, we proudly propose a decrease in all residential categories averaging 5.4%, depending on parcel lot size square footage. This occurred due to successful Management and Legal negotiations obtaining a permanently reduced bulk disposal maximum generation factor from 4.67 to 3.73 tons per unit per year, which was partially offset by annual collection element contract adjustments. Contract adjustments include: 1) an increase based on the Miami/Fort Lauderdale consumer price index and 2) an increase in the year-to-year fuel adjustment indices. The annual dollar range of decrease is \$21.77 to \$68.63 depending on parcel lot size square footage. Total proposed solid waste assessment expenses have decreased \$75,403 to \$1,813,747 from \$1,889,150.

The following table represents in summary form the degree to which the proposed budget impacts residents.

Cost Name	FY 2020 Proposed Budget Change
Ad valorem (Property Tax) Rate: 4.2125 GF Operating Rate + 0.4439 TSDOR] = 4.6564	Decrease of .1747 mills (net). Representing a GF Operating decrease of \$71 offset by a TSDOR increase of \$71 = no net change in \$250,000 of taxable value. Note: A decrease of 3.75% for individual parcels whose taxable value has not changed.
Fire Assessment Rate(s)	Decrease per residential dwelling unit of \$20.14 per unit (annual)
Solid Waste Assessment Rate(s)	Decrease in all residential categories averaging 5.4% depending on parcel lot size square footage

Budget Document Notes

Accompanying the goal of the Town Administrator and Financial Administrator to continue transparency with our financial position was an objective to present an informative and comprehensive public budget document. This document represents those efforts. This budget is a summary document. It does not show every penny of every line item (although that information is available). It presents information in summary form to better enable a focus on policy concerns. Rather than directing attention to whether we can save a dollar on a particular purchase, it encourages the Town Council and public to focus on broader issues such as whether they wish to pay for infrastructure improvements or program modifications.

This summary style document is about information and accountability. What each department is responsible for is detailed in the departmental descriptions. Prior year departmental spending over the past several years is represented through historical data. Future years financing requirements are addressed in the 5-Year Capital Improvement Plan (5-Year CIP). Proposed changes / modifications to existing ways serving residents are disclosed in "program modification" pages. The availability of Fund Balance dollars is disclosed. The objectives of each department in the promotion of Town Council policies for the coming fiscal year are disclosed. Anticipated future needs and desires of our professional departmental leaders are also represented. On a final note about the document, references to fiscal years (such as FY 2020) are a short-hand for the year ending September 30, 2020. Fiscal Year 2020 may also be represented as FY 2020, FY 19/20, or FY 20. Wherever standardization is possible, it has been utilized.

General Fund

The proposed funding method does not rely upon an increase to the recurring operating millage but does utilize nominal appropriations from restricted fund balances to continue the existing quality of services expected from the Town of Southwest Ranches. Identification of budgetary reductions in the legal department has been particularly useful in providing a balance proposed budget. The proposed millage funds on-going protective services, a few program modifications, and on-going priority capital improvement projects like the Transportation Surface and Ongoing Rehabilitation Project (TSDOR). Over \$1,000,000 in transfers to the debt fund is also achieved as are transfers to fund other necessary items. Even with these transfers and the use of some restricted General Fund Fund Balance, the General Fund unassigned fund balance remains well above the 15% - 18% recommended by the Governmental Finance Officers Association (GFOA).

Capital Improvements Planning

The Proposed FY 2020 Budget includes a section which serves as an important planning tool and a highlight of the way in which this budget balances Council priorities with available resources. The section is the "Five-Year Capital Improvement Plan." This plan may also be referred to as the 5-Year CIP and should not be confused with Capital Projects Fund. The latter only includes capital projects of a governmental nature funded within a fiscal year.

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

Sixteen Capital Improvement Projects were submitted during inter-departmental budget discussions and have been included in the 5-Year CIP. However, eleven projects are not being recommended in the Proposed FY 2020 Budget either because funding is not needed until future years or, more commonly, sufficient financial resources cannot be identified while achieving the proposed roll-back millage rate.

Capital Improvement Projects

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 budget. Five capital improvement projects prioritized by Town Council, Advisory Boards, residents and staff are funded for FY 2020. The following table, located on the next page, provides information on the projects that this proposed FY 2020 budget funds.

Proposed **Funded** FY 2019/2020 Capital Improvement Projects

Department	Project Name	Total FY 2020 Project Amount
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
General Fund Total	Total	\$ 30,000
Townwide	Town Hall Complex Safety, Drainage & Mitigation Improvements	\$ 215,039
Parks and Open Space	Frontier Trails Conservation Area	\$ 60,000
Capital Projects Fund Total	Total	\$ 275,039
Transportation	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	\$ 1,000,101
Transportation	Drainage Improvement Projects	\$ 618,490
Transportation Fund Total	Total	\$ 1,618,591
All Funds	Total	\$ 1,923,630

An additional eleven capital improvements projects are not funded in the proposed budget for FY 2020 and are identified in the following table. There are many potential reasons for a project being deferred. A few are: 1) funding may not be available, 2) managing additional projects may be too cumbersome or 3) project timing suggests that a delay is appropriate. A detailed description of each proposed project can be found elsewhere in this document.

Proposed **Not Funded** FY 2019/2020 Capital Improvement Projects

Department	Project Name	Total FY 2020 Project Amount
Public Safety-Fire Admin	Public Safety Fire Modular Protective Awning	\$ 19,500
General Fund Total	Total	\$ 19,500
Parks and Open Space	Country Estates Park	\$ 150,000
Public Safety-Fire Admin	Public Safety Fire Rescue Modular Facility Generator	\$ 141,000
Parks and Open Space	PROS Entranceway Signage	\$ 60,000
Parks and Open Space	Southwest Meadows Sanctuary Park	\$ 50,000
Parks and Open Space	Calusa Corners Park	\$ 50,000
Parks and Open Space	Country Estates Park Ballfield Improvement	\$ 31,726
Parks and Open Space	Sunshine Ranches Equestrian Park Playground Rehabilitation	\$ 25,700
Capital Projects Fund Total	Total	\$ 508,426
Transportation	Guardrails Installation Project	\$ 440,000
Transportation	Pavement Striping and Markers	\$ 26,735
Transportation	Townwide Entranceway Signage	\$ 10,000
Transportation Fund Total	Total	\$ 476,735
All Funds	Total	\$ 1,004,661

**Note: The above Not Funded does not include an anticipated expenditure of approximately \$422k for Street Lighting in FY's 2021-2023 or \$5.4 million in FY 2024 for a Public Safety Facility. Narrative explanation for this project is provided among the Not Funded Capital Improvement Projects.

Funding of these projects as requested would result in an additional expenditure of approximately \$1,004,661 or a net millage increase of .7140 in FY 2020.

Program Modifications

Ten projects are currently proposed for funding in this budget of the twenty-two requests. The cost on \$250,000 of taxable value equates to \$1.39 per month. Whether funded in the FY 2020 Proposed Budget or not, each program modification request is presented in this document with an explanation of the project and its anticipated costs.

The following tables represent all requested program modifications with their associated costs and the tables are divided between funded and unfunded projects. To assist in evaluating programs, the associated costs have a corresponding net millage equivalent identified where millage would be impacted. Funding for items in both funds have been identified without exceeding the roll-back millage rate and while decreasing fire assessment rates.

Proposed Program Modifications

<i>Funded Millage</i>	Cost	Millage Equivalent, if applicable
Website Redesign and ADA Compliance	<u>\$17,500</u>	<u>0.0124</u>
Townwide Vehicle Replacement Program	<u>\$17,500</u>	<u>0.0124</u>
Town Hall Exterior Re-painting	<u>\$17,000</u>	<u>0.0121</u>
SWR – 20 th Anniversary Celebration	<u>\$15,000</u>	<u>0.0011</u>
Information Technology Replacement	<u>\$10,500</u>	<u>0.0075</u>
Council Chamber Cameras	<u>\$10,000</u>	<u>0.0071</u>
Town Hall Improved Security	<u>\$6,000</u>	<u>0.0043</u>
Sub-total	<u>\$93,500</u>	<u>0.0665</u>
<i>Funded Fire Assessment</i>		
Volunteer Fire Apparatus Replacement	<u>\$39,000</u>	N/A
Vol. Fire SCBA Mask Certification Equipment	<u>\$14,000</u>	N/A
Volunteer Fire Bunker Gear Replacement	<u>\$2,808</u>	N/A
Sub-total	<u>\$55,808</u>	
Grand Total Funded	\$149,308	

**Proposed Program Modifications
(Continued)**

<i>Not Funded Millage</i>	Cost	Millage Equivalent, if applicable
Playground Equipment Maintenance Service	<u>\$18,000</u>	<u>0.0128</u>
Right of Way: Increased Level of Service	<u>\$52,339</u>	<u>0.0372</u>
Griffin Road-West Median Replanting	<u>\$43,465</u>	<u>0.0309</u>
Rolling Oaks Passive Open Space Park Wetland Improvement	<u>\$20,720</u>	<u>0.0147</u>
Townwide Parks Increased Maintenance Level	<u>\$25,699</u>	<u>0.0183</u>
PT Customer Service Staff Increase	<u>\$11,756</u>	<u>0.0084</u>
Sign Code Overhaul	<u>\$12,000</u>	<u>0.0085</u>
Transportation Fund: Stormwater Master Plan	<u>\$50,000</u>	<u>0.0356</u>
Transportation: TSDOR Plan Update	<u>\$17,220</u>	<u>0.0122</u>
Comprehensive Plan Update: DIA	<u>\$10,000</u>	<u>0.0071</u>
Sub-total	<u>\$261,199</u>	<u>0.1857</u>
<i>Not Funded Fire Assessment</i>		
Fire Protection Rate Assessment Study	<u>\$50,000</u>	N/A
Volunteer FD – Protective Ballistic Gear	<u>\$7,500</u>	N/A
Sub-total	<u>\$57,500</u>	
Grand Total Funded	\$318,699	

Summary Comments

We look forward to continued discussions with the Town Council over the next few months to further refine this budget. We will have multiple opportunities for further discussion via a budget workshop (Tuesday August 20st, 2019) before this process culminates with two customary but formal public hearings and plan adoption in September. In the meantime, if either of us may be of service clarifying any information, or otherwise addressing any of your FY 2019/2020 Proposed Budget concerns, please feel free to contact us directly.

Town Administrator:

Andrew D. Berns

Andrew D. Berns, MPA

Town Financial Administrator:

Martin D. Sherwood

Martin D. Sherwood, CPA CGMA CGFO

TOWN OF SOUTHWEST RANCHES, FL

Council Approved Budget Calendar for FY 2019-2020

Monday, February 4, 2019	Town Financial Administrator meets with Town Administrator for General Direction
Tuesday, February 5, 2019	Budget Kick-Off with Department Heads and Staff/Advisory Bd Liaisons
Thursday, February 28, 2019	Memo to Town Council- Proposed Budget Calendar for FY 2019-2020 presented at regular Council meeting
March 11th to May 20th, 2019	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Monday, March 11, 2019	Department Descriptions, Accomplishments, Goals and Objectives Due from Department Heads
Monday, March 18, 2019	Departmental and Advisory Boards Capital Improvement (> \$24,999) and Program Modification Requests Due
Monday, March 25, 2019	Departmental and Advisory Boards operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Friday, April 5, 2019	Department Revenue Estimates Due from Department Heads
Thursday, April 18, 2019	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 19, 2019	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Monday, April 22, 2019	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, May 17, 2019	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Monday, May 20, 2019 to ongoing	Draft Proposed FY 2019-2020 Departmental Sectional worksheets Distributed
Friday, May 31, 2019	Estimated Tax roll information available from Property Appraiser
Monday, June 3, 2019	Comments/Corrections Due on Draft-Administrators/Attorney/Departments
Monday, July 1, 2019	Certified Taxable Values Received from Property Appraiser
Friday, July 12, 2019	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 25, 2019	Preliminary Millage Rate and Initial FY 2019-2020 Fire Protection and Solid Waste (SW) special assessment Adoption at July Regular Council Meeting (all via resolutions)
Thursday, August 1, 2019	First Budget Hearing for Broward County School Board
Friday, August 2, 2019	Deadline to send the Preliminary Millage Rate and Initial FY 2019-2020 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, August 20, 2019	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
Thursday, August 22, 2019	August regular Council Meeting
On or prior to August 23, 2019	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, 2019	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
Wednesday, September 4, 2019	Second Budget Hearing for Broward County School Board
Tuesday, September 10, 2019	First Budget Hearing for Broward County Government
Thursday, September 12, 2019	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2019-2020 (via ordinances). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 6:00PM. September Regular Council meeting @ 7:30PM
Sunday, September 15, 2019	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 17, 2019	Deadline for Newspaper advertisement submission
Saturday, September 21, 2019	First Date: advertisement can run for second public hearing
Tuesday, September 24, 2019	Last Date: advertisement can run for second public hearing
Tuesday, September 24, 2019	Second Budget Hearing for Broward County Government
Thursday, September 26, 2019	Second Public Hearing for Final Millage and Budget Adoption (via ordinances) @ 6:00 PM. September Regular Council meeting @ 7:00PM

**Fiscal Year 2020 Millage Maximums and Related Information
(Based on Certified Assessment Information)**

Millage Name	Votes Required	Maximum Millage	Total Resulting Net Revenues	Net Revenue Change (from prior year adopted rate funding level)	FY 2020 levy increase per \$250,000 of taxable value
FY 2019-2020 Adopted Rate (Town of SWR Operating 4.2125 + TSDOR .4439 Rates) Current Year Roll-Back Rate	3	4.6564	\$6,549,694	(\$245,733)	\$0 *
Maximum Majority Vote	3	4.8143	\$6,771,796	(\$23,631)	\$39
FY 2018-2019 Adopted Rate (Town of SWR Operating 4.4969 + TSDOR .3342 Rates)	4	4.8311	\$6,795,427	\$0	\$44
Maximum Super Majority Rate	4	5.2957	\$7,448,934	\$653,507	\$160
Unanimous (Maximum)	5	10.0000	\$14,066,004	\$7,270,577	\$1,336

Note: * Property owners without a change in net taxable value will receive a real cash reduction of 3.75% in their Town of Southwest Ranches portion of their tax bill due to the adopted reduction in the millage rate from 4.8311 to 4.6564.

Adopted **Funded** FY 2019/2020 Capital Improvement Project Requests

Department	Project Name	Total FY 2020 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
General Fund Total	Total	\$ 30,000
Townwide	Town Hall Complex Safety, Drainage & Mitigation Improvements	\$ 215,039
Parks and Open Space	Frontier Trails Conservation Area	\$ 60,000
Capital Projects Fund Total	Total	\$ 275,039
Transportation	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	\$ 1,000,101
Transportation	Drainage Improvement Projects*	\$ 618,490
Transportation Fund Total	Total	\$ 1,618,591
All Funds	Total	\$ 1,923,630

*Note: Not all of the project costs for the Drainage Improvement Projects detailed within the Transportation Fund are funded exclusively by the Town of Southwest Ranches. Narrative explanation is provided on its Capital Improvement Project Page.

Adopted **Not Funded** FY 2019/2020 Capital Improvement Project Requests**

Department	Project Name	Total FY 2020 Project Amount
Public Safety-Fire Admin	Public Safety Fire Modular Protective Awning	\$ 19,500
General Fund Total	Total	\$ 19,500
Parks and Open Space	Country Estates Park	\$ 150,000
Public Safety-Fire Admin	Public Safety Fire Rescue Modular Facility Generator	\$ 141,000
Parks and Open Space	PROS Entranceway Signage	\$ 60,000
Parks and Open Space	Southwest Meadows Sanctuary Park	\$ 50,000
Parks and Open Space	Calusa Corners Park	\$ 50,000
Parks and Open Space	Country Estates Park Ballfield Improvement	\$ 31,726
Parks and Open Space	Sunshine Ranches Equestrian Park Playground Rehabilitation	\$ 25,700
Capital Projects Fund Total	Total	\$ 508,426
Transportation	Guardrails Installation Project	\$ 440,000
Transportation	Pavement Striping and Markers	\$ 26,735
Transportation	Townwide Entranceway Signage	\$ 10,000
Transportation Fund Total	Total	\$ 476,735
All Funds	Total	\$ 1,004,661

**Note: The above Not Funded does not include an anticipated expenditure of approximately \$422k for Street Lighting in FY's 2021-2023 or \$5.4 million in FY 2024 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 2020 - FY 2024

Department Name	Project Name	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Public Safety/ General Fund & Capital Projects Fund	Fire Walls Replacement and Installation	30,000	FA	30,000	FA	30,000	FA
	Public Safety Fire Rescue Modular Facility Generator	141,000	NF	-	-	-	141,000
	Public Safety Fire Modular Protective Awning	19,500	NF	-	-	-	19,500
	Emergency Operations Center	-	-	-	-	5,400,000	NF
							5,400,000
Townwide/Capital Projects Fund	Town Hall Complex Safety, Drainage & Mitigation Improvements	215,039	GF TFR, CIPFB, G	-	-	-	215,039
Parks, Recreation & Open Space/ Capital Projects Fund	Frontier Trails Conservation Area	60,000	GF Tfr	223,500	NF	889,650	NF
	Countryside Estates Park	150,000	NF	240,000	NF	229,575	NF
	PROS Entranceway Signage	60,000	NF	-	-	-	100,000
	Calusa Corners Park	50,000	NF	503,225	NF	195,500	NF
	Southwest Meadows Sanctuary Park	50,000	NF	518,406	NF	518,406	NF
	Countryside Estates Park Ballfield Improvement	31,726	NF	-	-	-	31,726
	Sunshine Ranches Equestrian Park Playground Rehabilitation	25,700	NF	-	-	-	25,700
Public Works: Engineering/ Transportation Fund	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	1,000,101	TFB, GF Tfr (mill=4439)	450,000	GF Tfr (mill=1BD)	450,000	GF Tfr (mill=1BD)
	Drainage Improvement Projects	618,490	GF Tfr G	92,000	GF Tfr	138,000	GF Tfr
	Guardrails Installation Project	440,000	NF	205,000	NF	205,000	NF
	Pavement Striping and Markers	26,735	NF	50,000	GF Tfr	50,000	GF Tfr
	Townwide Entranceway Signage	10,000	NF	10,000	NF	10,000	NF
	Street Lighting	-	-	201,000	NF	136,000	NF
							422,000
PROJECT TOTALS		\$2,928,291	\$2,184,671	\$2,523,131	\$2,712,131	\$7,909,331	\$18,257,555

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 2020 - FY 2024**

	Source Name	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
CIP-FB	Capital Projects Fund Balance	23,039	-	-	-	-	23,039
DEBT	DEBT-General Obligation or otherwise	-	-	-	-	-	-
FA	Fire Assessment	30,000	30,000	30,000	30,000	30,000	150,000
G	Grant Funding	549,490	-	-	-	-	549,490
GAS	Local Option Gas Taxes	-	5,000	5,000	5,000	5,000	20,000
GF-FB	General Fund Fund Balance	-	-	-	-	-	-
GF Tr	General Fund Transfer from Operating Revenues	796,267	570,265	587,000	633,000	633,000	3,219,532
NF	Not Funded	1,004,661	1,554,406	1,901,131	2,044,131	7,241,331	13,745,660
TFB	Transportation Fund Fund Balance	524,834	25,000	-	-	-	549,834
Totals		2,928,291	2,184,671	2,523,131	2,712,131	7,909,331	18,257,555

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Fire Wells Replacement and Installation						
Priority	Public Safety #1	Project Manager	Sandy Luongo, General Services Manager				
Department	Public Safety - Fire	Division	Fire Administration				
Project Location	Townwide						
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies							
Construction	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$194,514
Other							
TOTAL COST	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$194,514
Revenue Source	FA	FA	FA	FA	FA	FA	GF=\$80,000 FA=\$114,514
Description (Justification and Explanation)							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation, including drilling, of fire protection water wells. Annual funding is permitted and 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 #256 fire wells pursuant to a 2019 Town of Davie Fire Marshall report. The location of such and functionality has an impact on the well-being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health, safety and welfare of the citizenry is paramount.</p> <p>Historically, fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. "Whether or not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency." Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance for residents.</p>							
Annual Impact on Operating Budget							
Personnel							
Operating							
Replacement Costs							
Revenue/Other							
Total							

FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Town Hall Complex Safety, Drainage, Mitigation Improvements						
Priority	Townwide			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	13400 Griffin Road Southwest Ranches, FL 33330						
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Surveys	\$ 12,600	\$ -	\$ -	\$ -	\$ -	\$ 12,600	\$ 1,511
Engineering/Architecture	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -
Land Acquisition/Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 153,439	\$ -	\$ -	\$ -	\$ -	\$ 153,439	\$ 5,000
Equipment/Furnishings	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 7,225
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 215,039	\$ -	\$ -	\$ -	\$ -	\$ 215,039	\$ 13,736
Revenue Source	GF TFR=\$12,000 CIP-FB=\$23,039 G=\$180,000					GF TFR=\$12,000 CIP-FB=\$23,039 G=\$180,000	CIP-FB
Description (Justification and Explanation)							
<p>This request is for resurfacing, reshaping, and drainage improvements for creating a safer and stronger Town Hall Parking lot to also weather the impact of a natural disaster. 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, scope, and bids received exceeded the budgeted amount. However, based on Town Council direction and recent Hurricane IRMA PAP-DAC execution by the Town Administrator providing in excess of \$180,000 in funding for eligible hazard mitigation expenditures , revised engineering/architecture has been deferred from FY 2019 to FY 2020. The parking lot/drainage construction and mitigation expenses was appropriately deferred to FY 2020 to allow for receipt of FEMA\restricted Grant funds as well as a competitive procurement process to be completed during FY 2019. \$35,000 will be utilized for existing Town Hall generator retrofitting improvements.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No anticipated material impact to the operating budget.				
Operating	\$ -						
Replacement Costs							
Revenue/Other	\$ -						
Total							

FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority	PROS #2			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 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ -	\$ 8,250	\$ 6,000	\$ 2,500	\$ 2,000	\$ 18,750	\$ -
Engineering, Architecture & Permitting	\$ 6,450	\$ 34,500	\$ 55,000	\$ 40,000	\$ 67,000	\$ 202,950	\$ 624,019
Land Acquisition/Site preparation	\$ -	\$ 9,375	\$ 12,000	\$ 53,600	\$ 6,400	\$ 81,375	\$ 2,396,363
Construction	\$ 53,550	\$ 48,500	\$ 144,200	\$ 500,800	\$ 709,000	\$ 1,456,050	\$ 117,630
Equipment/Furnishings	\$ -	\$ 24,375	\$ 6,300	\$ 92,750	\$ 57,100	\$ 180,525	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 60,000	\$ 125,000	\$ 223,500	\$ 689,650	\$ 841,500	\$ 1,939,650	\$ 3,138,012
Revenue Source	GF Tfr	NF	NF	NF	NF	GF Tfr=\$60,000 NF=\$1,826,100	G=\$2,372,363 GF-Tfr=\$75,000 CIP-FB=\$690,649
Description (Justification and Explanation)							
<p>Frontier Trails Conservation Area remains a high priority for development by the Recreation, Forestry, and Natural Resources Advisory Board, moving to number 2 due to minimal developments in progress which will finally open this location to minimal use by the public. 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. The Town will continue to pursue grant funding for this park to supplement the Town's budget.</p> <p>Acquisition of this site was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to provide water storage and runoff filtering; environmental and recreational areas; access to water and open space; and to link multi-use trails.</p> <p>Extension of timeline for development is necessary.</p> <p>The first phases (FY 2018 & 2019) is provided for minimal parking and a small picnic shelter. In year 3, clearing of invasive exotics and better ongoing maintenance is planned. For years 4 and 5, the 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 the latter years of 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>In Fiscal Year 2020, with \$60,000, project improvements are anticipated to include: Engineering, surveying, permitting \$6,450 Earthwork, clearing, grubbing, grading \$53,550 Ongoing maintenance following the clearing of invasive exotics is planned within the PROS Department's operating budget for Fiscal Year 2020.</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: 2040	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

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 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Planning / Permitting	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	\$ -
Engineering Design and Surveying	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000	\$ 497,764
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 9,358
Construction including Contingency & Inflation	\$ 845,101	\$ 295,000	\$ 295,000	\$ 295,000	\$ 295,000	\$ 2,025,101	\$ 1,173,677
Construction Reserve: Replenishment	\$0	\$ -	\$ -	\$ -	\$ -	\$0	\$ -
Total Project Cost	\$ 1,000,101	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,800,101	\$ 1,680,799
Revenue Source	GF Tfr=\$624,267 (mill=.4439) TFB=\$375,834	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr	GF Tfr
Description (Justification and Explanation)							
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 recommended minimum amount of \$200,000. 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 as well as budgetary constraints. 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 2022 road segment right-of-way issues are included in the FY 2020 budget projection (two-year window). All consulting costs for surveying, design, permitting, and contract bid document preparation for FY 2021 road segments were included in the FY 2020 budget projection (one-year window) while only the engineering design, surveying and land mitigation (legal) for FY 2020 were completed and paid in FY 2019. Construction administration and related inspection services for FY 2019 road segments were included in the FY 2019 budget while FY 2020 are included herein. However, based on higher than anticipated construction estimates received, the DIAB has recommended to defer all the FY 2019 road segments to FY 2020 in order to accumulate budgetary funding over the course of two years (FY 19 and 20). 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 which were deferred from FY 2019 are now scheduled for construction during FY 2020 and also necessitate the partial utilization of the construction reserve :							
FY 2020 (formerly FY 2019) ROAD SEGMENTS						SEGMENT COST**	
SW 188th Avenue from Griffin Road to Dead End (1.47 Miles)						TBD	
SW 51st Manor from SW 188th Avenue to Dead Ends (0.12 Miles)						TBD	
SW 54th Place from SW 188th Avenue to Dead Ends (0.12 Miles)						TBD	
SW 57th Court from SW 188th Avenue to Dead Ends (0.12 Miles)						TBD	
Stirling Road from SW 188th Avenue to Dead Ends (0.11 Miles)						TBD	
SW 63rd from SW 185th Way west of SW 188th Avenue (0.25 Miles)						TBD	
SW 186th Way from SW 61st Court to Cul-de-sac (0.23 Miles)						TBD	
SW 61st Court from SW 185th Way to SW 186th Way (0.08 Miles)						TBD	
FY 2020 Total Construction including Contingency and Inflation						\$845,101	
FY 2021 Road Segments Engineering Design and Surveying						\$140,000	
Construction Reserve: Replenishment						\$0	
Planning / Permitting						\$5,000	
FY 2020 Segments TOTAL:						\$990,101	
FY 2022 Land Mitigation (Legal) TOTAL:						\$10,000	
FY 2020 Grand TOTAL:						\$1,000,101	
** Segment costs assume full public right of way is available October 1, 2019.							
	FY 2015 (initial year)	FY 2016 & FY 2017 & FY 2018 (orig. Bud'ts)	FY 2019 (original Budget)	Less: Total Expenditures thru 9/30/2019 (est.)	SUB-TOTAL @ 9/30/2019 (est.)	FY 2020 Reserve Replenishment/ (Utilization)-Net	TOTAL @ 9/30/2020 (est.)
Construct./Committ. Reserve(detail):	\$ 374,200	\$ 1,431,700	\$ 450,000	\$ (1,680,799)	\$ 575,101	(\$375,834)	\$ 199,267
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2020				
Operating	\$ -						
Replacement Cost	FY 2020	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

FUNDED

Town of Southwest Ranches Capital Improvement Project

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 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,200
Engineering/Architecture	\$ -	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 100,000	\$ 170,946
Acquisition/Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Hardware)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 618,490	\$ 92,000	\$ 92,000	\$ 138,000	\$ 138,000	\$ 1,078,490	\$ 1,831,473
Revenue Source	G=\$369,490 GF-Tfr=\$100,000 TFB=\$149,000	GF Tfr	GF Tfr	GF Tfr	GF Tfr	G=\$369,490 GF-Tfr=\$560,000 TFB=\$149,000	G=\$1,070,956 GF Tfr=\$635,015 TFB=\$125,502
Description (Justification and Explanation)							
<p>The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of street drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The Town was awarded a \$500,000 grant from the Florida Department of Environmental Protection with a \$100,000 match for the Green Meadows Drainage Project during FY 2019 (\$600,000 in total). This project commenced in FY 2019 with a \$250,000 budget (grant) with completing \$130,510 resulting in a carryover grant amount of \$119,490. The remainder amount of \$350,000 budgeted (\$250,000 grant + \$100,000 match) and projected to be completed during FY 2020. The Town is also budgeting \$149,000 (with a 10% contingency) for completion of SW 50th Street and SW 202 Avenue in FY 2020 via funding from the restricted transportation fund balance. The FY 2020 – 2024 priorities are as follows:</p>							
Projects							Estimated Cost
SW 50 Street and SW 202 Avenue Drainage: (TFB)							\$149,000
Green Meadows Drainage: (\$119,490 carryover Grant + \$250,000 Grant + \$100,000 GF-Tfr/match)							\$469,490
Sub-total FY 2020							\$618,490
FY 2021: Construct an outfall from SW 62nd Street cul-de-sac towards north to canal through 16541 SW 62nd St. (GF-Tfr)							\$92,000
FY 2022: Construct outfall from SW 59th Court towards north to canal thru 16900 Block of SW 59th Court (GF-Tfr)							\$92,000
FY 2023: SW 54th Street and 17400 block interconnect (GF-Tfr)							\$138,000
FY 2024: Future Project TBD (GF-Tfr)							\$138,000
Sub-total FY's 2021-2024							\$460,000
Grand Total FY's 2020-2024							\$1,078,490
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						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Public Safety-Fire Rescue Modular Protective Awning						
Priority	Public Safety #4			Project Manager	Sandy Luongo, GSM		
Department	Executive			Division	Executive		
Project Location	17220 Griffin Road						
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment/Furnishings	\$ 19,500	\$ -	\$ -	\$ -	\$ -	\$ 19,500	
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ 19,500	\$ -	\$ -	\$ -	\$ -	\$ 19,500	
Revenue Source	NF					NF	
Description (Justification and Explanation)							
<p>The Town of Southwest Ranches has one (1) centrally located fire modular station at 17220 Griffin Road. Presently, it is not equipped with approximately nine (9) feet by thirty eight (38) feet of steel collapsible, protective awning between the modular structure and car ports that cover the fire engines. During inclement weather, Firefighters are not protected from the elements between the modular station and the fire engines when on a call. The Town desires to secure the most responsive vendor to provide and install customized protective awning at the modular fire station.</p> <p>The Town will purchase and install collapsible, protective awning which includes fixed galvanized and/or steel frames and vinyl polyester fabric with UV top coat.</p> <p>Without the awning, fire fighters are subject to inclement weather which may cause delays in response times, endangers lives and increases threats to our residents and their property.</p>							
Annual Impact on Operating Budget							
Personnel			Funding for replacement over the useful life (\$19,500/15 yrs.)				
Operating							
Replacement Cost	Year: 2035	\$1,300					
Revenue/Other							
Total	\$1,300						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park						
Priority	PROS #5(a)			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 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ 1,725	\$ -	\$ -	\$ 3,300	\$ -	\$ 5,025	\$ 47,043
Engineering, Architecture & Permitting	\$ 28,000	\$ 23,000	\$ 26,500	\$ 28,000	\$ 19,800	\$ 105,500	\$ 428,268
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172,855
Construction	\$ 105,000	\$ 135,000	\$ 158,000	\$ 183,000	\$ 240,200	\$ 821,200	\$ 627,823
Equipment/Furnishings	\$ 15,275	\$ 17,000	\$ 21,250	\$ 15,275	\$ 10,425	\$ 68,800	\$ 106,723
Other (Wetlands)	\$ -	\$ -	\$ 34,250	\$ -	\$ -	\$ 34,250	\$ 25,000
TOTAL COST:	\$ 150,000	\$ 175,000	\$ 240,000	\$ 229,575	\$ 270,425	\$ 1,034,775	\$ 3,407,712
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$2,348,685 CIP-FB & GF Tfr=\$1,059,027
Description (Justification and Explanation)							
<p>Due to completion of multiple improvements rendering the Country Estates park usable for public recreation, the focus for development remains on other projects in Fiscal Year 2020, making this location 5th in the list of priorities for development. Funding for improvement of the play fields is a key element needed at this location.</p> <p>Commitments for development of the site include a pond and fishing pier. Significant portions of this development including include a playground, restroom, picnic shelter, multi-use trail, improved wetlands, parking, landscaping, open space play fields, and environmental education were completed between 2014 and 2017. Future development of pond and fishing pier have been estimated using a phased funding approach. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site.</p> <p>Development of the Country Estates site fulfills objectives and policies of the Town's Comprehensive Plan and promotes primary goals of the Town's Charter. The Town's parks system is designed to meet Comprehensive plan standards, including: developing increased water storage and runoff filtering; providing community parks for residents; promoting and preserving environmental and public recreational areas; providing public access to water bodies and open space areas; constructing and linking multi-use greenway recreational trails throughout the Town.</p> <p>Acquisition was supported by two matching grant sources: Florida Communities Trust and Broward County Land Preservation Bond Open Space (BCLPB-OS) grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. 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>							
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: 2040	\$ 5,336					
Revenue/Other							
Total	\$ 47,252						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Public Safety-Fire Rescue Modular Facility Generator						
Priority	Public Safety #2			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	17220 Griffin Road						
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment/Furnishings	\$ 141,000	\$ -	\$ -	\$ -	\$ -	\$ 141,000	
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ 141,000	\$ -	\$ -	\$ -	\$ -	\$ 141,000	
Revenue Source	NF					NF	
Description (Justification and Explanation)							
<p>The Town of Southwest Ranches has one centrally located fire modular station at 17220 Griffin Road. Presently, it is not equipped with a generator. The fire station lost power during Hurricane Irma as well as previous hurricanes that have impacted South Florida. The Town desires to purchase and install a generator for the fire station.</p> <p>The Town will purchase and install a stationary emergency standby 150kw generator set with turbocharged / aftercooled 6 cylinder 6.7L engine. The generator will be wired for 120/240 VAC single phase, 60 Hz. It will be EPA Certified and will meet NFPA 99 and 110 requirements. It will be installed with an automatic transfer switch and a high velocity hurricane zone style enclosure, which will protect the generator from 180 mph winds.</p> <p>Without a generator the fire department, which is a critical facility, is forced to relocate to an adjacent Town fire station (Davie Station 91), which is 3.5 miles away, whenever the electricity goes out. Station 91 does not have the capacity or additional bunk rooms to accommodate all the Town's six (6) firefighters on shift. This delays response times, endangers lives and increases threats to our residents' property.</p>							
Annual Impact on Operating Budget							
Personnel			<div style="display: flex; align-items: center;"> <div style="flex: 1;"></div> <div style="flex: 1; font-size: small;"> quarterly maintenance, diesel, insurance, license fees \$141,000/25 years life expectancy </div> </div>				
Operating	\$5,000						
Replacement Cost		\$5,640					
Revenue/Other							
Total	\$10,640						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	PROS Entranceway Signage						
Priority	PROS #7			Project Manager	December Lauretano Haines, PROS Manager and Susan Kutz, Admin Spec.		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Various						
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 6,000	\$ 4,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 2,500
Construction	\$ 54,000	\$ 36,000	\$ -	\$ -	\$ -	\$ 90,000	\$ 17,500
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 60,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 20,000
Revenue Source	NF	NF				NF	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 Town entrances throughout the past several fiscal years. The current phase will be to create the permanent entrance signs for Town parks in conformance with the Rural Program Identification Manual. The Gary A. Poliakoff Founders' Park was funded in 2018. It has been determined that it would be more cost effective to the Town to competitively procure and therefore construct five (5) Park Entranceway signs over two fiscal years rather than one per year over five years.</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 (RFNRB) Advisory Boards are planned as follows (order of priority): FY 2020: Rolling Oaks Park FY 2020: Country Estates Park FY 2020: Calusa Corners Park FY 2021: Frontier Trails FY 2021: 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 \$17,500 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	\$ -						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Southwest Meadows Sanctuary Park						
Priority	PROS #1			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 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ 2,420	\$ 13,825	\$ 13,825	\$ 13,825	\$ 13,825	\$ 57,718	\$ 8,902
Engineering, Architecture & Permitting	\$ 4,475	\$ 23,569	\$ 23,569	\$ 23,569	\$ 23,569	\$ 98,750	\$ 853,783
Land Acquisition/Site preparation	\$ 6,850	\$ 53,663	\$ 53,663	\$ 53,663	\$ 53,663	\$ 221,500	\$ 7,941,812
Construction	\$ 32,005	\$ 411,375	\$ 411,375	\$ 411,375	\$ 411,375	\$ 1,677,506	\$ 49,999
Equipment/Furnishings	\$ 4,250	\$ 15,975	\$ 15,975	\$ 15,975	\$ 15,975	\$ 68,150	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 50,000	\$ 518,406	\$ 518,406	\$ 518,406	\$ 518,406	\$ 2,123,624	\$ 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 ranked Southwest Meadows Sanctuary Park development into the position for 1st priority for Fiscal Year 2020. 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. If the FRDAP program is funded in 2020, Staff anticipates applying for non-matching assistance in the amount of \$50,000 for parking and driveway improvements and some picnicking facilities. 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 (\$68,150 / 20 years = \$3,408). Professional coordination for educational programs is planned through grants and user fees.				
Operating	\$ 65,352						
Replacement Cost	Year: 2040	\$ 3,408					
Revenue/Other	\$ -						
Total	\$ 68,760						

NOT 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 2019	FY 2020	FY 2021	FY 2022	FY 2023	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	NF	NF	NF	NF	NF	NF=\$1,255,725	G=\$7,044,457 CIP-FB= \$565,613
Description (Justification and Explanation)							
<p>The Recreation, Forestry, and Natural Resources Advisory Board has retained development of the following elements in Calusa Corners Park as their 2nd priority for Fiscal Year 2019: a second piece of playground equipment and/or a second picnic shelter.</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 development of playground, picnic facilities, multi-use trail, parking, and landscaping, which were funded by three (3) grants from the Florida Recreation Development Assistance Program. Development of the drainage interconnect and wetland area was completed in 2018 through funding and cooperation from the South Florida Water Management District and South Broward Drainage District with matching funds from the Town.</p> <p>Acquisition of Calusa Corners as an addition to the Southwest Meadows Sanctuary park was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's obligation is to continue to develop the recreational amenities identified in the Grant Management Plan. Development costs in the management plan were prepared by professional consultants and have been updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in some increased costs.</p> <p>Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Land Use Plan and Town Charter. The Town's parks system is designed to include: increased water storage and stormwater runoff filtering; providing community parks; promoting and preserving environmental and recreational areas; providing access to water bodies and open space; constructing and linking multi-use trails throughout the Town.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		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: 2039	\$ 4,395					
Revenue/Other	\$ -						
Total	\$ 33,905						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park BallField Improvement						
Priority	PROS #5(b)			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 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$ 31,726	\$ -	\$ -	\$ -	\$ -	\$ 31,726	
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Wetlands)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ 31,726	\$ -	\$ -	\$ -	\$ -	\$ 31,726	
Revenue Source	NF					NF	

Description (Justification and Explanation)

Due to concerns about flooding at Country Estates Park, the Drainage and Infrastructure Advisory Board decided to modify the open space play field fill material from an organic based fill to a material more suitable for drainage. This material, although effective in allowing for surface water percolation, was not ideal for establishing grass seed. As a result, the grass has spotty coverage and the areas where the seed was never established are rocky and unsuitable for a field surface. Public concern has caused staff to revisit this issue to improve conditions affordably. Over the existing surface, a 2- to 3-inch layer of organic fill is recommended, followed by re-seeding to attempt to establish a more suitable play surface. Although it would offer better coverage, sod is not considered an affordable option* because of the large size of the area (roughly 107,000 square feet).

Based on the latest bid received (\$14.50/CY per cubic yard installed), two options regarding quantities of fill have been considered:

- a two-inch thick layer of organic fill (shrinkage factor 20%); 792 CY of material: **\$11,484.**
- a three-inch thick layer of organic fill (shrinkage factor 20%); 1,188 CY of material: **\$17,226.**
- Re-seeding the field: approximately **\$14,500.**
- Anticipated cost for either 2" or 3" of fill, and seed is either \$25,984 or **\$31,726** respectively.

*By comparison to the cost of seeding, applying Argentine Bahia sod over the prepared area using contract rates would cost roughly \$86,937, for a total cost of either \$98,422 or \$104,163

Further development required to complete the site includes playground, restroom, picnic shelter, multi-use trail, improved wetlands, parking, landscaping, environmental education and the open space play field as discussed on a separate CIP located on page 23 within this adopted budget book.

Annual Impact on Operating Budget

Personnel			Operating budget costs include mowing/landscape maintenance (\$15,600) Funding for replacement over the useful life of amenities (\$31,726 / 20 years = \$1,058).
Operating	\$ 15,600		
Replacement Cost	Year: 2040	\$ 1,058	
Revenue/Other			
Total	\$ 16,658		

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 #4			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	Sunshine Ranches Equestrian Park						
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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 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 2. Various swing set hardware and parts which require regular replacement for wear.</p> <p>Barn Structure components: 3. silo roof 4. barn panels (6) Tractor Structure components: 5. sound chimes panel 6. tic-tac-toe panel 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: 2040	1,285					
Revenue/Other							
Total	\$ 9,585						

NOT FUNDED

Town of Southwest Ranches

Capital Improvement Project

Project	Guardrails Installation Project														
Priority	Transportation #3			Project Manager	Rod Ley, P.E.										
Department	Public Works			Division	Engineering										
Project Location	Various locations in Town limits.														
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years								
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
Design & Permitting	\$ 88,000	\$ 78,000	\$ 40,000	\$ 40,000	\$ -	\$ 246,000	\$ 159,230								
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
Construction	\$ 352,000	\$ 312,000	\$ 165,000	\$ 165,000	\$ -	\$ 994,000	\$ 490,609								
Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
TOTAL COST:	\$ 440,000	\$ 390,000	\$ 205,000	\$ 205,000	\$ -	\$ 1,240,000	\$ 649,839								
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$581,072 GF-FB=\$4,750 GAS/TFB=\$64,071								
Description (Justification and Explanation)															
<p>The Town desires to provide and maintain a reasonable planning level of safe roadway networks by identifying, prioritizing and installing guardrails. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of guardrails projects for the period. The list of guardrails installation projects, in order of priority, are below.</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 60%;">Hancock Road from Griffin Road to Stirling Road - 6,075 LF (FY 20)</td> <td style="text-align: right;">\$ 440,000</td> </tr> <tr> <td>Hancock Road from Stirling Road to Sheridan Street - 5,400 LF(FY 21)</td> <td style="text-align: right;">\$ 390,000</td> </tr> <tr> <td>TBD by Drainage Improvement Advisory Board (FY 22 & FY 23)</td> <td style="text-align: right;"><u>\$ 410,000</u></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;"><u>\$ 1,240,000</u></td> </tr> </table>								Hancock Road from Griffin Road to Stirling Road - 6,075 LF (FY 20)	\$ 440,000	Hancock Road from Stirling Road to Sheridan Street - 5,400 LF(FY 21)	\$ 390,000	TBD by Drainage Improvement Advisory Board (FY 22 & FY 23)	<u>\$ 410,000</u>	Total	<u>\$ 1,240,000</u>
Hancock Road from Griffin Road to Stirling Road - 6,075 LF (FY 20)	\$ 440,000														
Hancock Road from Stirling Road to Sheridan Street - 5,400 LF(FY 21)	\$ 390,000														
TBD by Drainage Improvement Advisory Board (FY 22 & FY 23)	<u>\$ 410,000</u>														
Total	<u>\$ 1,240,000</u>														
Annual Impact on Operating Budget															
Personnel	\$ -		Guardrails require periodic inspections. Replacement is required after a crash or when determined necessary during inspection at an estimated cost \$5,000 for approximately 100 lineal feet; or maintenance of timber offset blocks, reflectors and other parts.												
Operating	\$ 5,000														
Replacement Cost	Year:	\$ -													
Revenue/Other	\$ -														
Total	\$ 5,000														

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation #4			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various town streets (non-TSDOR)						
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,850
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 26,735	\$ 33,265	\$ 50,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 417,902
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 26,735	\$ 33,265	\$ 50,000	\$ 50,000	\$ 50,000	\$ 210,000	\$ 431,752
Revenue Source	NF=\$26,735	GAS=\$5,000 GF Tfr=\$28,265	GAS=\$5,000 GF Tfr=\$45,000	GAS=\$5,000 GF Tfr=\$45,000	GAS=\$5,000 GF Tfr=\$45,000	NF=\$26,735 GAS=\$20,000 GF Tfr = \$163,265	GAS=\$18,897 TFB=\$135,000 GF Tfr=\$227,855 GF-FB=\$50,000

Description (Justification and Explanation)

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 & Infrastructure Advisory Board (DIAB) has approved a list of streets for striping and markers installation for FY 2020 and FY 2021 as follows:

* All striping on Stirling Road from Dykes Road to SW 166th Avenue (0.5 miles)	\$12,120	
* SW 166th Avenue from SW 63rd to SW 69th (2,500 LF)	4,375	
* Appaloosa Trail from Stirling to Old Sheridan (1 Mile)	10,240	26,735
* Melaleuca Road from Stirling Road to SW 56th Street (2300 LF)	4,025	
* Melaleuca Road from Stirling Road to Old Sheridan (1 Mile)	10,240	
* SW 188th from Griffin Road to SW 63rd Street (7900 LF)	19,000	33,265
TOTAL:	\$60,000	\$60,000

Annual Impact on Operating Budget

Personnel	\$ -	Estimated annual cost for re-striping and markers replacement in eight years.
Operating	\$ -	
Replacement Cost	Year: 2028 \$ 50,000	
Revenue/Other	\$ -	
Total	\$ 50,000	

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Townwide Entranceway Signage						
Priority	Transportation #6			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various						
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ 6,000	\$ 10,850
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ -	\$ 34,000	\$ 87,588
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 40,000	\$ 98,438
Revenue Source	NF	NF	NF	NF		NF	GF Tfr
Description (Justification and Explanation)							
<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. Eight (8) large 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. 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 smaller townwide entranceway sign costs \$7,500 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>							
Annual Impact on Operating Budget							
Personnel	\$ -		No anticipated material impact to annual operating budget				
Operating	\$ -						
Replacement Cost	\$ -						
Revenue/Other	\$ -						
Total	\$ -						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Street Lighting						
Priority	Transportation #5			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Griffin Road - West of I-75						
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	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 during FY's 2016 and 2017. 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 2021.</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 2020	FY 2021	FY 2022	FY 2023	FY 2024	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)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL COST:	\$ -	\$ -	\$ -	\$ -	\$ 5,400,000	\$ 5,400,000	
Revenue Source					NF	NF	
Description (Justification and Explanation)							
<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 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>							
Annual Impact on Operating Budget							
Personnel			Annual Impact to operating budget to be determined (TBD)				
Operating							
Replacement Cost							
Revenue/Other							
Total							

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Council Chambers Camera

Department Name	Division Name	Fund	Priority	Fiscal Impact
Legislative	Town Clerk	General	2	\$10,000

Justification and Description

This request is for the installation of a new camera system in the Council Chambers that will be positioned in such a way to capture both the dais and speakers at the lectern. It will allow for a switch between camera shots to allow for those viewing meeting videos to see both Council Members as well speakers as they address the Town Council rather than only seeing them from the rear of the Chambers. An estimate was solicited which recommended a two Pan Tilt Zoon (PTZ) cameras with infrared remote and 6 presets. The camera, wiring, and tie into our existing system will cost approximately \$10,000. The provision of this camera system will provide a more dynamic viewing experience for those watching Town Council meeting videos. It will also eliminate the need for the ongoing cost of having a camera crew onsite to record our meetings. The break-even point for this initial investment is approximately 12-14 months. 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, no adverse impact will occur other than ongoing cost. We currently have a multimedia company that records our meetings with their equipment. However, the current camera setup does not capture the speakers positioned at the lectern. Therefore, nonverbal cues and gestures are not being recorded which would enhance the viewing experience for those watching the meeting videos at home or on YouTube.

Required Resources

Line item	Title or Description of request	Cost
001-1000-511-64100	Council Chambers cameras, wiring, and programing into existing system.	\$10,000

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Town of Southwest Ranches 20th Anniversary Celebration

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	N/A	Executive	1	\$15,000

Justification and Description

The Town was officially incorporated in 2000 and traditionally the Town has celebrated this anniversary in the form of a Birthday Party annually for the first 10 years. Subsequently, these celebrations commence on milestone anniversaries such as the 15th year and now, for FY 2020, the 20th year. This celebration will be planned with the leadership of Town staff and assistance of committee members from each of the HOA's. The event will be open to all Town residents and will include major entertainment and refreshments.

Alternative/Adverse Impacts if not funded:

Not funding this event will result in not having a Town anniversary celebration for FY 2020.

Required Resources

Line item	Title or Description of request	Cost
001-1400-512-48110	Townwide Anniversary Celebration	\$15,000

FUNDED

Town of Southwest Ranches, Florida

FY 2019 Program Modification

Website Redesign & ADA Compliance

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Town Clerk	General	1	\$17,500

Justification and Description

This request is for the provision of a redesign of the Town website. The Town's website has remained in its current form since 2013. While the website is serviceable, its appearance is dated. The current website works on the Wordpress architecture. While this architecture provides a stable platform, it is difficult to manage and make modifications to. The Town has an indefinite agreement with Paktolus Solutions, LLC to assist with maintenance and modifications to the Town's website. When a change is needed it often requires the utilization of Paktolus Solutions, LLC to make such modification at an hourly rate. If the software platform for the website were easier to use, staff could make these changes in house. Furthermore, most of the content on the website are not ADA compliant and could subject the Town to legal challenge. The current website is also not mobile friendly making it more difficult for users to enjoy on their mobile devices. A redesign would freshen the look and "feel" of our website and would allow for a more interactive experience for users through enhanced online forms and portals to facilitate the exchange of information between website visitors and Town staff. 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, the Town is susceptible to legal challenge on the grounds of ADA compliance as municipal websites are expected to be Web Content Accessibility Guideline (WCAG) 2.0 compliant. This challenge could lead to a lack of transparency as the Town could be forced to remove most of the content from the website. Website visitors would then be unable to access information they would ordinarily be able to view. A website redesign would ensure that the Town website would meet the latest WCAG guidelines for accessibility.

Required Resources

Line item	Title or Description of request	Cost
001-1800-512-34100	Website Redesign	\$17,500

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Fire Protection Rate Assessment Study

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety	Fire Administration	General	3	\$39,000

Justification and Description

The current Fire Protection Rate Assessment (FPRA) study was performed during FY 2011 by Willdan Financial Services. Since then, the Town has changed Public Safety-Fire contractors numerous times, most recently resulting in a successful long-term partnership agreement with a municipal neighbor, the Town of Davie-Fire Rescue Services. Additionally, a fire operational study was performed during 2013/2014 when the Town Council decided that the Southwest Ranches Volunteer Fire Rescue, Inc. continue to provide Fire Protection support services within the Town's boundaries. These factors as well as increased, but controlled, rural growth and the implications of new Florida Statute 170.01(4) Fire Assessment rate exemption to most Agricultural classified properties, necessitates a review and re-assessment of present rate methodology.

Fire protection assessment rates are designed to ensure that the Town has the ability to fund fire services for the benefit of all properties in the Town, including costs related to salaries, benefits, daily operations, including volunteer stipends, capital facilities, equipment and apparatus to maintain established national and state fire service mandates. A fire assessment report is prepared in connection with the levy of non-ad valorem assessments, which reflect the proportional special benefit that properties receive from fire suppression and protection services, facilities, and fire related programs. In accordance with both statutory and case law, costs related to Emergency Medical Services are considered non-fundable because these services do not provide special benefits to properties within the Town. Additionally, costs related to automatic response (automatic aid) are considered a general benefit to the public at large; however, since the Town contracts for the same services as historically provided by contract, all incidents occurring within the Town are considered. Therefore, only expenditures that must be excluded from this updated Fire Assessment are costs associated with Emergency Medical Services.

The fiscal impact amount of \$50,000 has been estimated by the Town's Financial Administrator however, only \$39,000 has been funded as a component of the Fire Assessment fee.

Alternative/Adverse Impacts if not funded:

The FPRA is intended to provide the Town with an equitable cost sharing and recovery method from its users of appropriate service. This is done through the accumulation and evaluation of historical fire protection and rescue response data. Ultimately, the data from the study will enable the Town to impose and enact a revised cost allocation pursuant to and in accordance with Florida Statutes.

Required Resources

Line item	Title or Description of request	Cost
001-3100-522-31010	Professional Services	\$39,000

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Volunteer Fire SCBA Mask Fit Certification Equipment

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	2	\$14,000

Justification and Description

SCBA masks are required to be fit tested for all active fire personnel each year to ensure that they may safely operate in an environment that is inherently dangerous and immediately life threatening. Currently as per NFPA standards and OSHA regulations, VFD personnel must travel to Davie Fire-Rescue during business hours after setting an appointment to use their equipment. There have also been periods when Davie's certification equipment has not been functioning properly. Purchase of this equipment will allow Volunteer Fire department personnel to be tested at any time therefore increasing the Department's operational efficiency. The FY 2020 proposed purchase of a TSI Portacount 8030 machine is adaptable to work with both the current department's SCBA masks as well as any future acquired SCBA equipment. Funding was originally provided as part of a FY 2018 program modification that was partially funded as a match but not fulfilled because a grant was not awarded. Therefore, funding is available and proposed via an appropriation of restricted general fund fire control fund balance which has no FY 2020 fire assessment impact. Proper fit testing of SCBA masks are a life safety issue.

Alternative/Adverse Impacts if not funded:

	<u>Total</u>	<u>Status</u>
FY 2019-2020	\$14,000	FUNDED

Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$14,000

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Volunteer Fire Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$2,808

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 Fire Department. The requested amount below is for replacement equipment only as needed per the following schedule. However, the 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.

Replacement of outdated bunker gear is a life safety issue.

Alternative/Adverse Impacts if not funded:

Bunker gear, specifically pants and jackets, currently owned by the 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	Actual
FY 2018 – 2019	2	2	1,876	2,432	-\$1,500 TBD	2,808	Actual
FY 2019 – 2020	2	2	1,876	2,432	-\$1,500 TBD	2,808	FUNDED
FY 2020 – 2021	2	2	1,876	2,432	-\$1,500 TBD	2,808	
FY 2021 – 2022	2	2	1,876	2,432	-\$1,500 TBD	2,808	
FY 2022 - 2023	2	2	1,876	2,432	-\$1,500 TBD	2,808	
Total	50	50	\$44,071	\$57,059		\$83,720	

*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	\$2,808

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Townwide Vehicle Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	1	\$17,500

Justification and Description

This request is to fund a four (4) year vehicle replacement program for two (2) of the Town's aging vehicles at Town Hall for \$17,500 per fiscal year, totaling \$70,000 during FY's 2020-2023. A new vehicle was purchased in March 2018 which replaced a third town vehicle that reached its end-of-life cycle. Currently, the mileage of the two (2) remaining vehicles has over 125k miles, has incurred high maintenance and repair costs and are reaching their end-of-life cycle.

Alternative/Adverse Impacts if not funded:

During FY 2014, as per the agreement with the Town of Davie Police Department (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. As mentioned above, one of these vehicles reached the end of its useful life and was replaced during FY 2018.

The remaining two (2) 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 required to be utilized for damage control and rapid impact assessments in the event of a serious storm, emergency or natural disaster. Due to inclement weather and hazardous conditions, utility trucks or suburban utility vehicles (SUV) will be required to provide appropriate services.

	<u>AMOUNT</u>	<u>STATUS</u>
FY 2019-2020	\$17,500	FUNDED
FY 2021-2022	\$17,500	
FY 2022-2023	\$17,500	
FY 2022-2023	\$17,500	

TOTAL	\$70,000	
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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
001-3900-519-99100	Machinery & Equipment	\$17,500

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Town Hall Exterior Re-Painting

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	3	\$17,000

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 eight (8) years ago and needs updating. The amount requested represents cost of paint and materials, as well as the labor performed professionally. This project was originally requested within the FY 2017 budget and, due to the fact that it is proposed as not funded for FY 2020, will therefore continue to be deferred until FY 2021.

Alternative/Adverse Impacts if not funded:

During 2016/2017, a new hardened metal 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	Cost
001-3900-519-46020	Town Hall Exterior Repainting	\$17,000

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Town Hall Improved Security

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	2	\$6,000

Justification and Description

The Town has a DSX security system in place at Town Hall with seven (7) internal and external magnetic door locks and mobile software command for internal and external doorways. In 2019, the software program was upgraded as it was out dated and not working properly. The security system is designed to keep unwanted visitors to have access to employees throughout the building. In order to complete the security in Town Hall there are two (2) additional areas that require secured access which will require the installation of fire rated double doors, cabling and magnetic fob readers and hardware.

The areas that will need this enhanced security access is the front desk reception door and the double doors leading to the CAP and PROS areas in the south end of the Town Hall.

Alternative/Adverse Impacts if not funded:

Th system will complete the security access to our building as it is used currently. If not funded, Town Hall will not be secured in the areas aa mentioned above.

The cost for these enhancements is as follows:

Fire rated double door installation and labor:	\$1,500
Additions DSX hardware and cabling:	\$3,500
Miscellaneous	<u>\$1,000</u>
Total	<u>\$6,000</u>

Line Item	Title or Description of request	Cost
001-3900-519-46030	Equipment Maintenance	\$6,000

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Information Technology Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Town Clerk	General	1	\$10,500

Justification and Description

This request is for the replacement of several office computers to replace equipment that is nearing the end of their useful life. This is year three, of a three-year replacement strategy. In this final year, 5 new computers will be purchased along with their necessary accessories (docking stations, carrying cases, etc.). Those computers that are still serviceable and supported will be kept as backups, while obsolete models will be surplused. Purchase of these computers will also maintain compliance with the Town's agreement with the City of Tamarac.

Computer Replacement Schedule:

Make	Model	Orig. Acquisition Date
Dell	OptiPlex 7010 (three)	May 24, 2013
Dell	Latitude E6330	May 24, 2013
Dell	Latitude E5440	May 24, 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 staff the ability to have access to Town electronic resources when away from Town Hall.

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

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 Information Technology Services provider (City of Tamarac) and would be in violation of our agreement with them. Breakdowns would also affect the productivity of staff as increased hardware failures could lead to prolonged work stoppages.

Required Resources

Line item	Title or Description of request	Cost
001-3900-519-64100	Machinery & Equipment	\$10,500

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2019 Program Modification

Increase in Customer Service Staff: Administrative Assistant (PT)

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	Executive	General	1	\$11,756

Justification and Description

The responsibilities of the Executive Department have increased which requires the current Administrative Specialist to assist the General Services Manager (GSM) on a full-time basis to accomplish administrative, operational, facility and emergency management related responsibilities. Currently, the Administrative Specialist works 20 hours per week away from the front desk with 10 of these hours dedicated to the development of the monthly newsletter. The remaining 10 hours are utilized to assist the GSM in customer service (CS) responsibilities regarding solid waste, recycling and bulk waste services, facility maintenance coordination for Town Hall and the Fire Department, and continuous emergency management preparation and recovery responsibilities. The Administrative Specialist is also most proficient and skilled in graphic design and is often requested to create graphic design services for all departments.

These responsibilities have grown to require additional hours of assistance from the Administrative Specialist away from the rigors of front desk duties. During the past three years, the Town routinely secured the services from volunteers, but this practice has proved to be inefficient as volunteers work on an average on one (1) day per week, at 4 hours, requiring a significant amount of time for training and the length of service is short term.

Currently the Town has employed a part-time CS Administrative Assistant at the front desk working twenty-five (25) hours per week. The most fiscally sound solution would be to add a second part time CS Administrative at seventeen and one half (17.5) hours per week. This would allow for cross training and flexing the responsibilities of the front desk and provide coverage during voluntary and involuntary leave of absences.

This position, along with the current part time Customer Service Assistant, will cover 8.5 hours of operations in accordance with the Town's work schedule providing consistent services at the front desk. The total for both positions will be forty-two and one half (42.5) hours per week (not to exceed 2210 hours annually.) There are no benefits associated with either of these positions.

Alternative/Adverse Impacts if not funded:

Should this position not be funded, the department's resources will continue to be overextended, with increased workload added to the administrative, operational, and facility related responsibilities and jeopardize staff's ability to carry out the Town's mission and vision statements and provide outstanding customer service.

(\$12 per hour x 3.5 hours per day x 5 days per week x 52 weeks = \$10,920)

Required Resources

Line item	Title or Description of request	Cost
001-1400-512-13100	Part-Time Salaries & Wages	\$10,920
001-1400-512-21100	Payroll Taxes	\$836

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Sign Code Overhaul

Department Name	Division Name	Fund	Priority	Fiscal Impact
Planning Services	Planning Services	General	2	\$12,000

Justification and Description

Supreme Court decision *Reed v. Gilbert* requires the Town to update the Sign Code.

Alternative/Adverse Impacts if not funded:

The *Reed* decision rendered fundamental aspects of the Town's sign regulations unconstitutional. Most government sign regulations were similarly affected, and municipalities across Broward County and throughout South Florida, and have been revising their sign codes accordingly. Historically, sign codes have been one of the most litigated areas of municipal zoning regulation alongside adult uses and property rights challenges—all on constitutional grounds. For example, the *Reed* decision came about because a church challenged the Arizona municipal Town of Gilbert's sign regulations. The risk of maintaining unconstitutional regulations provides the potential for legal challenge with associated costs, and the invalidation of the regulations, which the Town would be compelled to correct.

Required Resources

Line Item	Title or Description of request	Cost
001-2500-515-34320	Sign Code Overhaul	\$12,000

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Comprehensive Plan Update: Data, Inventory & Analysis

Department Name	Division Name	Fund	Priority	Fiscal Impact
Planning Services	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. The DIA has not been updated since then. The Town desires to update the plan when the results from the 2020 Census are available in 2021.

The Comprehensive Plan Advisory Board has prioritized this project and complete it over a two (2) fiscal year period. The total estimated cost is \$20,000. The hourly cost estimate is 160 hours at \$125/hr. It includes updating the data and analysis, updating and cleaning up objectives and policies where desired, and recertifying thru Broward County.

Alternative/Adverse Impacts if not funded:

Sec. 163.3177 of Florida Statutes establishes the data requirements that comprehensive plans must utilize and requires that the plan have a 10-year planning period based upon relevant and appropriate data and analysis.

Required Resources

Line Item	Title or Description of request	Cost
001-2500-515-34380	Comprehensive Plan Update: Data, Inventory & Analysis	\$10,000

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2019 Program Modification

Volunteer Fire Apparatus Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	3	\$39,000

Justification and Description

Both NFPA recommendations and empirical evidence show that Class A pumpers have an expected lifespan of 10 years of front line service. In order to fund the SWR Volunteer Fire Department's strategic plan to replace apparatus at the most efficient and economic level, funding should be set aside annually. Apparatus will be purchased as needed to replace the current Engine 82 and older apparatus will be sold to offset net costs (or moved to reserve status, depending on condition). Because of issues with the current Engine 82, the Department will purchase a used engine to replace it that meets its needs and specifications with a budget of \$175,000. Second, because the current Attack/Brush 82 truck does not have a standard transmission or off-road capability, the Department will purchase a new replacement attack/brush vehicle that does meet its needs and specifications with a budget of \$140,000. Neither the current Attack/Brush 82 or the envisioned replacement vehicle for Attack/Brush 82 will have the capabilities to act as a reserve engine. Thirdly, the Department also is requesting a reserve class 1 fire pumper to place in service when the primary engine 82 pumper is undergoing maintenance. The Department will purchase a used reserved fire pumper with a budget of \$100,000. Importantly, setting aside funding would also minimize interest charges if and when apparatus purchases are financed. Timely replacement of fire apparatus is a life safety issue.

Alternative/Adverse Impacts if not funded:

<u>Year</u>	<u>Primary Pumper (Used)</u>	<u>Attack/Brush (New)</u>	<u>Reserve Pumper (Used)</u>	<u>Grand Total Requested</u>	<u>Grand Total</u>	<u>STATUS</u>
FY2018-2019	\$25,000	-	-	\$25,000	\$25,000	FUNDED
FY2019-2020	\$15,000	\$14,000	\$10,000	\$39,000	\$39,000	NOT FUNDED
FY2021-2022	\$15,000	\$14,000	\$10,000	\$39,000	TBD	
FY2022-2023	\$15,000	\$14,000	\$10,000	\$39,000	TBD	
FY2023-2024	\$15,000	\$14,000	\$10,000	\$39,000	TBD	
FY2024-2025	\$15,000	\$14,000	\$10,000	\$39,000	TBD	
FY2025-2026	\$15,000	\$14,000	\$10,000	\$39,000	TBD	
FY2026-2027	\$15,000	\$14,000	\$10,000	\$39,000	TBD	
FY2027-2028	\$15,000	\$14,000	\$10,000	\$39,000	TBD	
FY2028-2029	\$15,000	\$14,000	\$10,000	\$39,000	TBD	
FY2029-2030	\$15,000	\$14,000	\$10,000	\$39,000	TBD	
TOTAL	\$175,000	\$140,000	\$100,000	\$415,000	TBD	

Required Resources

Line Item	Title or Description of request	Cost
001-3200-522-99100	Contingency – Fire Apparatus Replacement Equipment	\$39,000

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Volunteer Fire Department Protective Ballistic Gear

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	4	\$7,500

Justification and Description

Recent events have shown that Fire-Rescue personnel can become involved in firearms incidents where ballistic gear is necessary to maximize their safety. The NFPA has issued standard #3000 regarding active shooter incidents, which will be met by this program. Best practice is to provide for a set of gear (helmet, vest & bag) for each seat on an apparatus. This VFD program will also match an existing Davie Fire-Rescue program. It is proposed that this program modification will be completed over a two-year period. The first year will equip the duty crew on both Engine 82 and Chief 82. Second year will outfit the remaining apparatus positions.

Alternative/Adverse Impacts if not funded:

FY2019-2020	5 sets	\$7,500
FY2020-2021	5 sets	<u>\$7,500</u>
TOTAL:		\$15,000

Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$7,500

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Townwide Parks Additional Maintenance Level of Service Increase

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

Justification and Description

This level of service increase request is for approval for annual mulching and fertilization at parks currently with planted landscape areas. If approved, the level of service increase would allow for coverage at certain parks in select locations. This program modification would seek to increase the current level of service by \$25,699 to allow for 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 benefit Town parks, providing increased growth of plant material, enhanced appearance, correction of nutrient deficiencies 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 and 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. 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 2020 Program Modification

Rolling Oaks Passive Open Space Park Wetland Improvement

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Spaces	General	4	\$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. Additionally, the site's water storage could be improved by clean out of debris, detritus, and sediment fines that slow drainage in the surrounding area.

The ponds currently contribute less than they could to the site's water storage and 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 the two most visible ponds by removing fines, debris and 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 drainage benefits and 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 2020 Program Modification

PROS Playground Equipment Maintenance Services

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

Justification and Description

This request is for approval of 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 cover the costs of minor equipment and hardware, labor and repairs, as needed.

Anticipated annual cost breakdown is as follows:

Inspections: \$9,520

Materials and labor: \$8,480

The Town now manages user-based amenities at four (4) 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. Authorizing performance of specialized regular inspections and minor repair services 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 potential harm to users.

Required Resources

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

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2020 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 and resources;
- (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 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	Cost
101-5100-541-31010	Stormwater Master Plan	\$50,000

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

page 1 of 2

Transportation Surface Drainage and Ongoing Rehabilitation (TSDOR) Program Study Update

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Transportation	2	\$17,220

Justification and Description

The Town of Southwest Ranches completed the transportation surface and drainage ongoing rehabilitation (TSDOR) program study in November 2013 by hiring the King Engineering Associates, Inc engineering firm to perform streets condition assessment and develop improvement cost estimates. The program was developed to resurface all 64 miles of public roadway within the Town. To date, the Town has resurfaced 5.23 miles, which is slightly over 8% of the total planned roadways.

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 which includes a 10% contingency

(or \$45,000), if necessary, that would serve to replenish the TSDOR contingency reserve set at a target minimum amount of \$200,000. Based on this direction, the TSDOR program schedule has been extended to a 25+ year period, and the amount available in the contingency reserve fluctuates depending on the actual cost of construction and approved project delivery method.

As you can see from the table below, the actual costs of each year are much higher than the study's projected estimated costs.

Year	Roads	# of Miles	Status	Surveying / Design Cost	Construction Cost	Total Cost	Original Study Est. Cost
1	SW 205 Avenue, SW 208 Avenue, SW 209 Avenue, SW 210 Avenue	2.28	Completed FY 2016	\$80,640	\$524,442	\$605,082	\$376,700
2 & 3	Appaloosa Trail, Melaleuca Road, SW 56th Street, SW 128th Avenue	2.95	Completed FY 2018	\$129,585	\$703,760	\$833,345	\$503,300
4	SW 188 th Avenue and Side Streets	2.50	To be constructed in FY 2020	\$135,565	TBD	TBD	\$448,000

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

page 2 of 2

Transportation Surface Drainage and Ongoing Rehabilitation (TSDOR) Program Study Update

5	SW 202 nd Avenue, SW 201 st Terrace, SW 199 th Avenue, and SW 196 th Lane	3.28	To be constructed in FY 2021	\$90,410	TBD	TBD	\$555,600
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Alternative/Adverse Impacts if not funded:

Due to the increased costs, the Town has had to defer construction projects for a year and combine the totals of two fiscal year appropriations in order to get the outlined projects in the original TSDOR study constructed. Based on the extended TSDOR program life cycle, the Town desires to update the original TSDOR study and incorporate new empirical data in attempt to outline a more accurate program schedule. It is paramount that the Town have the most accurate cost data possible to create a program life cycle that will successfully preserve and extend the life of the Town's asphalt paved streets while also providing an acceptable level of service. Without a more accurate study, it would become impossible to track the TSDOR program successfully and budgeting for future projects would become increasingly more difficult.

To meet these goals, the Town needs to hire an engineering firm to review the streets condition assessment and update the estimated improvement cost estimate. The consultant will utilize actual construction costs along with estimated future costs for all necessary disciplines and services and market considerations to create a more realistic and comprehensive program.

Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010	TSDOR Program Study Update	\$17,220

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Right of Way: Increased Level of Service

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Community Services	Transportation	2	\$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 2020 Program Modification:

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

This FY 2020 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 2020 Program Modification

Griffin Road-West Median Replanting

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Community Services	Transportation	1	\$43,465

Justification and Description

This request is for funding to remediate medians on Griffin Road based upon Residents' concerns. The project proposes to replant select areas of median on Griffin Road with species proven to thrive with minimal monthly maintenance. 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 were completed in Fiscal Year 2016/2017, and the system is functional. Ensured delivery of water is needed for establishment of new plantings and for ongoing maintenance in dry season.

Costs were 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

Town of Southwest Ranches
Adopted FY 2019/2020
Fire Assessment Worksheet

Sources:

Fire Administration Department
 Volunteer Fire Service Department
 Volunteer Fire Fund

Expenditures	Total FY 2019-2020 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	\$ 3,474,318	\$ 2,004,681	\$ 1,469,637
Operating Expenses	286,807	N/A	286,807
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	46,808	14,000	32,808
Sub-Total	\$ 3,837,418	\$ 2,018,681	\$ 1,818,737

Other Expenses

Publication & Notification Costs	1,407
Statutory Discount	91,917
Collections Cost	26,372
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	196,793
Fire Protection/Control Contingency	78,000
General Fund Fire Control contribution	(39,000)
Total Fire Assessment Expenses	\$ 2,174,225

Based On Consultant Study

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Adopted Rates FY 19/20	Total Assessed Rates FY 18/19	Difference: (Decrease)
Residential - 2612 Units	Per Dwelling Unit	62.8912%	1,367,396	523.51	543.65	(20.14)
Commercial - 363,054 SF	Per Sq.Ft. Bldg Area	15.0283%	326,749	0.90	0.99	(0.09)
Indust/Warehouse - 130,604 SF	Per Sq.Ft. Bldg Area	9.5818%	208,330	1.60	1.84	(0.24)
Institutional - 551,029 SF	Per Sq.Ft. Bldg Area	6.2499%	135,887	0.25	0.29	(0.04)
Vacant/Agricultural - 1,427 Acres	Per Acre	6.2488%	135,863	95.21	96.00	(0.79)
Total		100%	\$ 2,174,225			

Town of Southwest Ranches
Adopted FY 2019/2020
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 19/20
% Allocation Direct Expenses Only	47%	53%	

Direct Expenses:

Solid Waste Collection	\$ 409,369	\$ -	\$ 409,369
Recycling Collection	\$ 105,767	\$ -	\$ 105,767
Bulk Waste Collection	\$ -	\$ 376,875	\$ 376,875
Solid Waste Disposal	\$ 146,891	\$ -	\$ 146,891
Bulk Waste Disposal	\$ -	\$ 379,598	\$ 379,598
Sub-Total Cost of Service	\$ 662,027	\$ 756,473	\$ 1,418,500

Other Expenses

Statutory Discount	\$ 88,909
Collections Cost and Other	\$ 55,178
Townwide Personnel/Contractual Costs	\$ 251,160
Total Solid Waste Assessment Expenses	\$ 1,813,747

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 19/20	Total Assessed Rates FY 18/19	Difference: (Decrease)
A	- 41,200	406	\$ 324.33	\$ 268.68	\$ 593.01	\$ 614.78	\$ (21.77)
B	41,201 46,999	428	\$ 324.33	\$ 314.55	\$ 638.88	\$ 666.13	\$ (27.25)
C	47,000 62,999	417	\$ 324.33	\$ 379.00	\$ 703.32	\$ 737.29	\$ (33.97)
D	63,000 95,999	452	\$ 324.33	\$ 406.52	\$ 730.84	\$ 772.98	\$ (42.14)
E	96,000 106,999	467	\$ 324.33	\$ 448.84	\$ 773.17	\$ 824.88	\$ (51.71)
F	107,000 >107,000	440	\$ 324.33	\$ 555.41	\$ 879.74	\$ 948.37	\$ (68.63)

Town of Southwest Ranches, FL

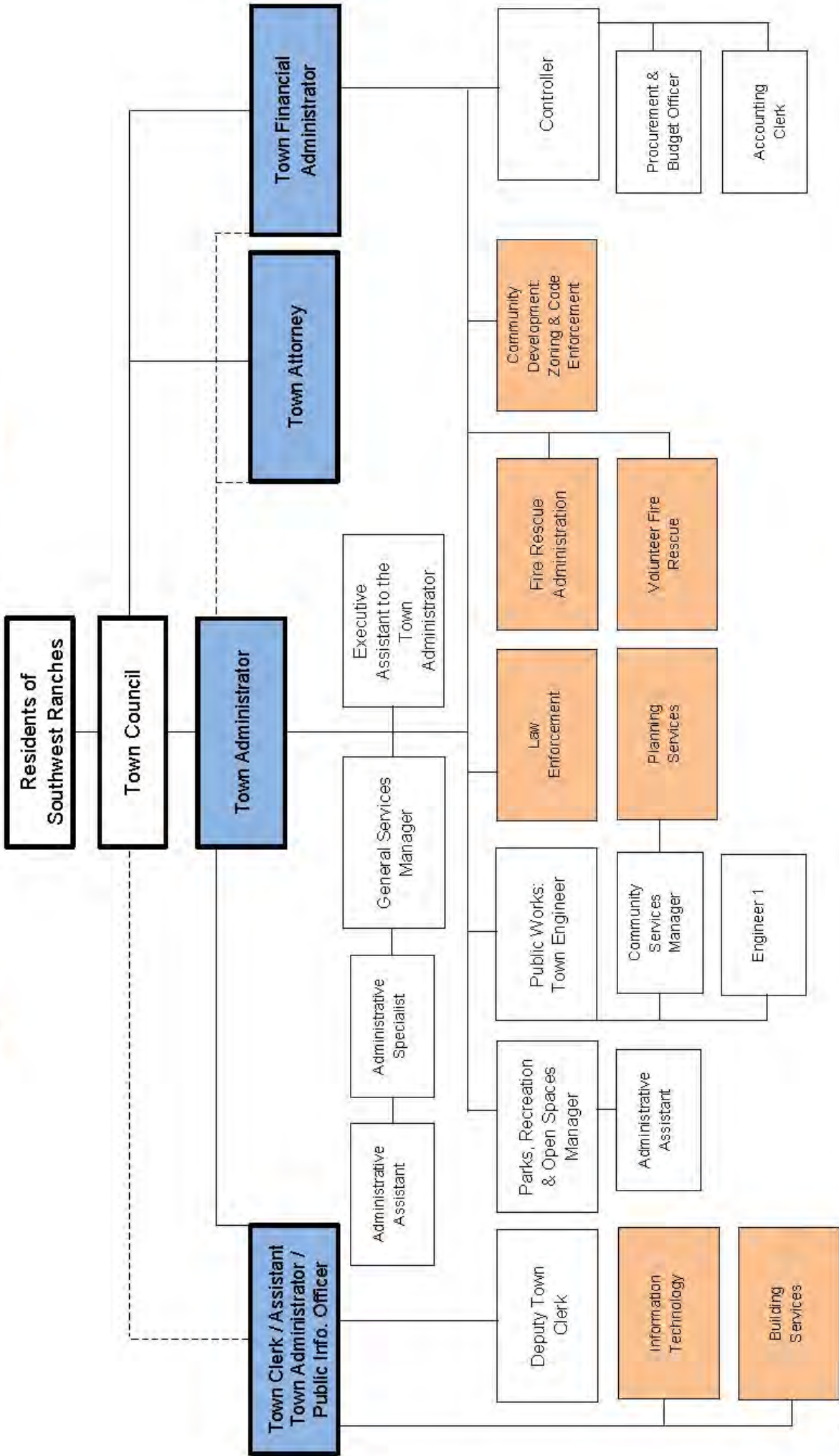
Adopted Cost Allocation Plan for FY 2020 Special Assessments

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	87%	\$ 60,454	5%	\$ 3,474	8%	\$ 5,559
Attorney	\$ 520,000	89%	\$ 464,929	4%	\$ 21,181	7%	\$ 33,890
Executive	\$ 458,711	65%	\$ 296,925	20%	\$ 92,449	15%	\$ 69,337
Finance	\$ 389,309	70%	\$ 271,605	15%	\$ 58,852	15%	\$ 58,852
Clerk	\$ 198,403	88%	\$ 174,392	5%	\$ 10,004	7%	\$ 14,006
Public Works	\$ 261,562	98%	\$ 256,289	1%	\$ 2,637	1%	\$ 2,637
Code Enforce.	\$ 221,516	66%	\$ 146,441	28%	\$ 62,563	6%	\$ 12,513
PROS	\$ 115,809	100%	\$ 115,809	0%	\$ -	0%	\$ -
Totals	\$ 2,234,797		\$ 1,786,844		\$ 251,160		\$ 196,793

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



TOWN OF SOUTHWEST RANCHES ORGANIZATIONAL CHART Fiscal Year 2019\2020





TOWN OF SOUTHWEST RANCHES PERSONNEL COMPLEMENT



		ADOPTED FY 2019		ADOPTED FY 2020	
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	-	5	-	5
	Executive	4	1	4	1
	Finance & Budget	4	-	4	-
	Town Clerk	2	-	2	-
	Public Works: Engineering & Community Services	2.5	-	2.5	-
	Parks, Recreation & Open Space	1	1	1	1
Transportation Fund	Public Works: Engineering & Community Services	0.5	-	0.5	-
Total all Funds		14	7	14	7



Governmental Funds

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



Included in this section is:

- 1) Summary information for the funds
- 2) Summary information about 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.

2019 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted by: Izzy Gauthier

FY 2019-2020

General Fund Summary Fiscal Year 2020

FY 2019 Estimated

Estimated Total Revenues	13,520,706
Estimated Expenditures & Encumbrances	<u>(12,615,963)</u>
Estimated FY 2019 Year End Difference	<u>904,744</u>

FY 2020 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2018	2,790,184
Estimated FY 2019 Year End Difference	904,744
Appropriated Fund Balance FY 2019	<u>(236,161)</u>
Restricted Fund Bal for Build. Technology FY 2019	<u>(15,160)</u>
Restricted Fund Bal for Fire Control FY 2019	185,000
Projected Unassigned Fund Balance 9/30/2019	3,628,607
Appropriated Fund Balance FY 2020	<u>(73,000)</u>
Appropriated Restricted Fund Balance FY 2020	19,758
Appropriated Assigned Balance FY 2020	<u>(17,500)</u>
Projected Unassigned Fund Balance 9/30/2020	<u>3,575,365</u>

FY 2020 Budget Summary

Adopted Revenues

Property Tax	6,549,694
Utility and Franchise Taxes	1,869,399
Permits/Licenses/Inspections	863,480
Intergovernmental Revenues	634,684
Services Revenues	128,100
Fines & Forfeitures	243,600
Miscellaneous Revenues	2,434,036
Appropriated Fund Balance	73,000
Total Revenue	<u>12,795,993</u>

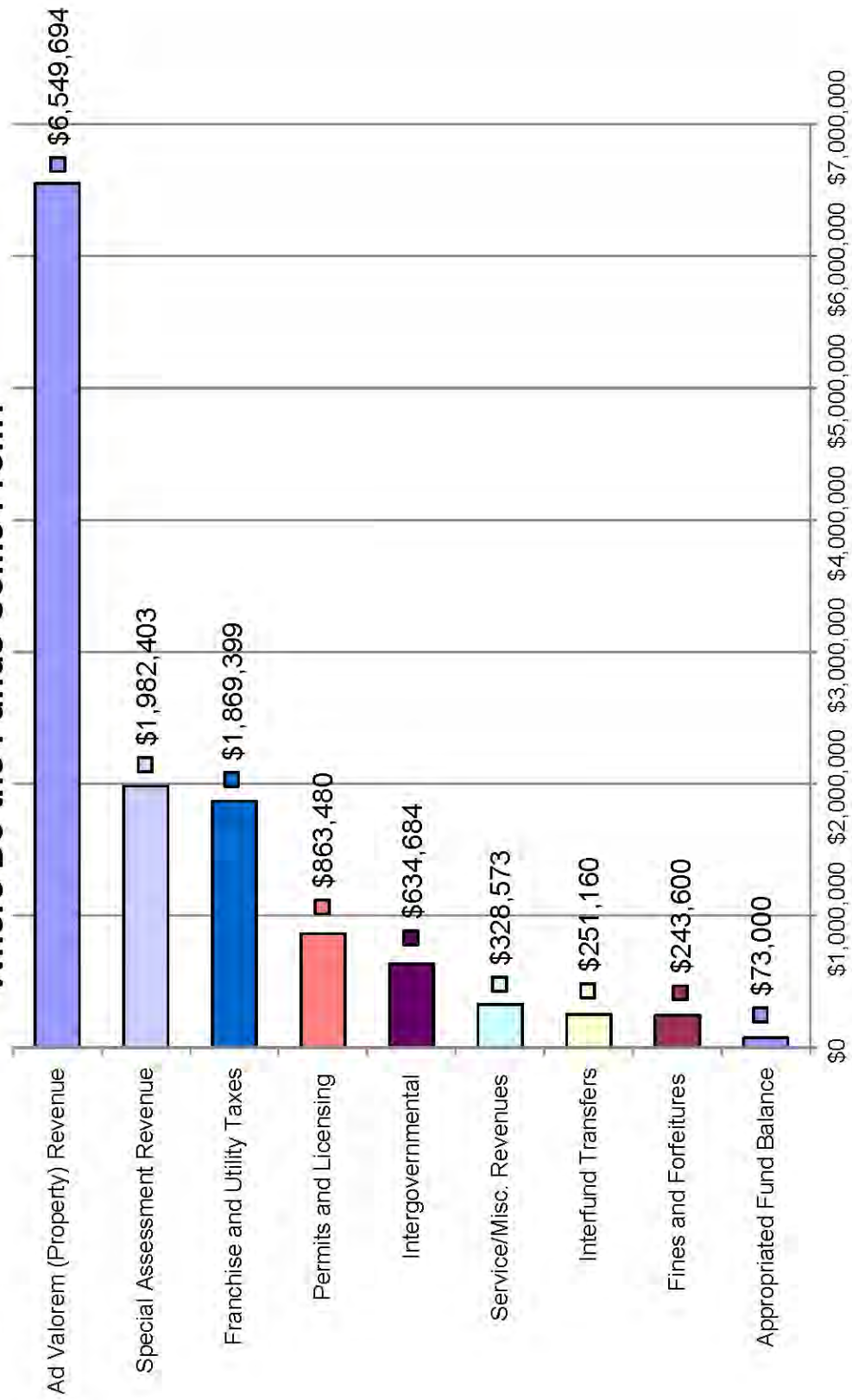
Adopted Expenditures

Personnel Costs	1,498,280
Operating Items	8,873,353
Capital Outlay	79,308
Non-Operating Expenses	2,345,052
Total Expenditures	<u>12,795,993</u>

Note: There is an additional \$1,039,067 in Non-spendable, Committed and Restricted Fund Balance in the General Fund as of 9/30/2018

Total General Fund \$12,795,993

Where Do the Funds Come From?



GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
311-31110	Current & Delinquent Real/Pers. Property	5,495,085	5,847,615	6,506,538	6,506,355	6,549,694
TOTAL	Total Ad valorem Property Taxes	5,495,085	5,847,615	6,506,538	6,506,355	6,549,694
314-31410	Electric Utility	812,587	837,217	862,063	844,904	853,353
314-31480	Gas Utility	49,051	42,603	36,306	44,155	43,272
315-31500	Communications Services Taxes	373,096	358,844	313,021	307,773	304,695
TOTAL	Utility Fees	1,234,735	1,238,664	1,211,390	1,196,832	1,201,320
323-32310	Electric Franchise	593,117	594,791	626,464	607,326	613,399
323-32370	Solid Waste Franchise	45,217	40,744	43,788	46,894	47,000
323-32395	Towing Franchise	5,634	6,470	5,746	8,302	7,679
TOTAL	Franchise Fees	643,968	642,005	675,998	662,522	668,079
316-31600	Business Tax Receipts	7,191	8,183	7,884	7,906	7,827
322-32200	Building Permits - Regulatory Fees	49,165	82,699	38,636	65,925	45,455
322-32207	Building Permits - Contractor	390,963	670,447	386,364	659,249	454,545
322-32225	Building Permits - SWR	130,321	223,462	128,788	219,750	151,515
322-32240	Building Permits - Admin Fees	30,704	35,700	20,606	35,160	24,242
322-32290	Fire Inspection Service & Fees	15,356	15,182	13,000	14,840	13,250
329-32901	Planning & Zoning Review Fees	94,677	86,714	105,000	110,000	105,000
324-32461	Impact Fee-Residential-Parks/Recreation	6,090	8,807	3,248	25,368	6,496
329-32905	In House Engineering/Fire Review Fees	54,988	66,192	53,900	69,622	54,000
329-32909	Lobbyist Fees / Registrations	350	300	150	150	150
329-32910	Certificate of Use Registration	1,599	1,360	1,000	1,000	1,000
TOTAL	Permits/Licenses/Inspection	781,404	1,199,045	758,576	1,208,970	863,480
331-33120	U.S. Public Safety Grant	-	-	-	-	-
331-33126	U.S. Public Safety Grant-FDLE	-	-	-	-	-
335-33512	State Revenue Sharing (Sales Tax)	124,420	126,472	123,823	125,044	125,629
335-33515	Beverage License	1,994	1,358	1,358	2,215	1,661
335-33518	State 1/2 Cent Sales Tax	491,312	518,969	484,752	523,086	507,393
TOTAL	Intergovernmental - Federal/State	617,726	646,800	609,933	650,344	634,684
341-34191	Election Qualifying Fees	-	300	-	-	-
342-34260	Ambulance Fees	116,423	109,724	108,000	133,010	117,600
347-34720	Parks/Rec & Open Spaces Serv Charge	10,197	11,317	10,500	10,500	10,500
TOTAL	Services Revenues	126,620	121,341	118,500	143,510	128,100
351-35150	Traffic Judgment/Fines	112,242	125,950	117,000	161,870	132,000
354-35401	Tree Preservation Fines	-	1,229	-	-	-
354-35402	False Alarm Fines	15,350	11,248	8,000	2,500	6,600
358-35820	Law Enforcement Seizures	1,108	-	-	974	-
359-35901	Code Enforcement/Lien Recovery	57,037	58,054	65,000	100,866	75,000
359-35902	Code Enforcement/Lien Recovery-Legal	28,736	15,750	15,000	67,192	30,000
TOTAL	Fines & Forfeitures	214,473	212,231	205,000	333,402	243,600
325-32520	Special Assessment Fire	1,772,551	2,058,971	2,074,129	2,093,701	1,982,403
361-36110	Interest Earnings	37,204	79,172	62,307	107,651	92,784
362-36210	Cell Tower	61,952	63,950	66,028	66,028	68,189
364-36400	Disposition of Fixed Assets	19,250	(105,308)	-	-	-
366-36620	Contrib/Donation for Educa/Scholarships	20,891	18,693	10,000	38,000	20,000
369-36931	Other Misc Rev Settlements/Hurricane	-	39,314	-	-	-
369-36990	Other Misc Revenues	26,001	23,243	22,000	18,917	19,500
381-38112	Transfer From Volunteer Fund	-	36,049	-	-	-
382-38240	Reimbursement/Contrib from Solid Waste	205,427	225,765	258,313	258,313	251,160
399-39900	Appropriated Fund Balance	-	-	180,324	236,161	73,000
TOTAL	Miscellaneous Revenues	2,143,276	2,439,849	2,673,101	2,818,771	2,507,036
GRAND TOTAL		11,257,288	12,347,550	12,759,036	13,520,706	12,795,993

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 1.0339%.

For FY 2019, the Town of Southwest Ranches' Mayor and Town Council adopted a total rate of 4.8311 representing the Town's operating rate of 4.4969 plus an on-going TSDOR CIP rate of 0.3342. For FY 2020, the Town of Southwest Ranches proposes a total rate of 4.6564 representing the Town's operating rate of 4.2125 plus 0.4439 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 while Broward County has a 1% surtax of which all municipalities in Broward County are to receive .1%. In addition, the Town receives revenue sharing funds from the State for cigarette taxes, motor fuel, alcohol and beverage licenses, and mobile home licenses. Broward County assesses an additional 2 cents motor fuel tax which is shared with the local governments.

Utility, Franchise, and Local Business Taxes

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

Permits/Licenses/and Inspections

Licenses, permits and inspection fees are collected for services performed at specific properties for the benefit of particularly property owners. Building permit categories include: structural, electrical, plumbing, roofing and mechanical permits. To comply with the policy objective to obtain full cost recovery, effective May 1, 2012 the Town receives 25% of building permits for cost recovery. Revenue is generally stable at a base level unless there is commercial development underway. The Town projects \$1,208,970 in General Fund revenues for FY 2019 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 \$650,344 in General Fund revenues for FY 2019 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 2020 general fund fines and forfeitures are adopted at \$243,600.

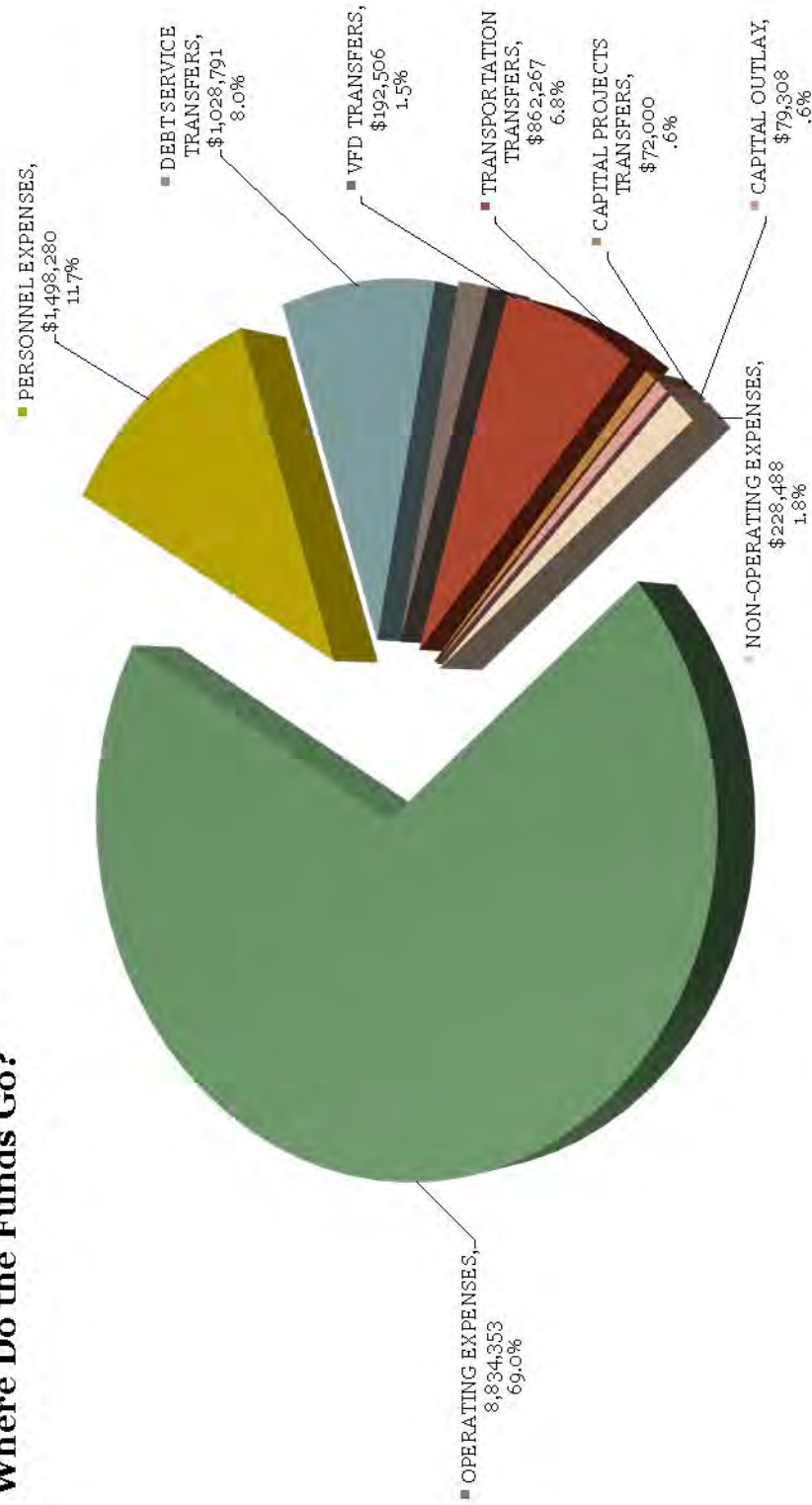
Miscellaneous Revenues

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 2019, staff anticipates \$2,582,610 in miscellaneous revenues. In FY 2020 staff projects \$2,473,036 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 2019, staff anticipates the use of \$236,161 in unassigned fund balance. For FY 2020 Town proposes the use of \$73,000 in restricted General Fund Fund Balance.

Total General Fund \$12,795,993
Where Do the Funds Go?



GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
12100	Regular Salaries & Wages	1,067,834	1,128,085	1,159,462	1,155,062	1,175,877
13100	Part-Time Salaries & Wages	22,490	21,829	27,512	25,040	29,207
14100	Overtime	778	2,516	1,365	1,601	4,429
525-14100	Overtime - Emergency	8,192	10,802	-	-	-
21100	Payroll Taxes	77,138	81,653	88,300	87,681	89,809
22100	Retirement Contribution	57,616	70,771	75,777	75,254	75,905
23100	Life & Health Insurance	82,676	98,791	108,077	103,191	102,938
24100	Workers Compensation	9,276	10,086	14,898	14,699	15,115
25100	Unemployment Compensation	-	-	5,000	-	5,000
TOTAL	PERSONNEL EXPENSES	1,326,000	1,424,533	1,480,391	1,462,527	1,498,280
31010	Professional Services	171,797	228,183	219,100	132,165	211,600
31020	Lawsuits and Prosecutions	287,502	329,660	441,500	50,000	220,000
31030	Lawsuits - Code Enforcement	99,007	105,951	100,000	320,311	150,000
31040	Lawsuits - Planning and Zoning	7,755	6,722	10,000	6,480	10,000
31090	Lobbyist	42,135	48,135	48,000	48,000	48,000
32100	Accounting and Auditing	43,158	45,617	58,944	48,144	47,000
34100	Other Contractual Services	5,784,181	6,712,992	6,808,626	7,000,689	7,182,532
525-34100	Other Contractual Serv. - Emergency	4,205	365	-	-	-
34300	Other Contractual Svcs - P&Z Permits	53,612	41,317	60,000	45,000	45,000
34310	Other Contractual Svcs - P&Z Hearings	46,158	45,306	45,000	65,000	60,000
34320	Other Contractual Svcs - P&Z Town Req	7,486	7,621	17,250	17,250	17,250
34330	Other Contractual Svcs - P&Z Land Use	18,346	14,493	22,500	20,000	20,000
40100	Mileage Reimbursement	12	486	1,400	250	1,400
41100	Telecommunications	22,809	19,817	22,760	24,344	30,508
525-41100	Telecommunications - Emergency	339	58	-	-	-
42100	Postage	20,476	17,707	23,000	21,000	22,500
525-42100	Postage - Emergency	-	-	-	-	-
43100	Electricity	30,686	37,918	35,800	42,859	44,162
43110	Water & Sewer	17,399	16,318	20,950	21,956	22,456
525-43110	Water & Sewer - Emergency	1,524	680	-	-	-
44020	Building Rental/Leasing	3,877	3,209	3,208	3,504	3,600
44030	Equipment Leasing	19,150	19,987	20,167	20,386	20,500
45100	Property and Liability Insurance	98,356	99,269	110,221	98,576	109,855
46010	Maintenance Service/Repair Contracts	13,362	27,825	16,192	16,200	16,200
46020	Building Maintenance	21,124	19,963	21,500	21,000	38,500
46030	Equipment Maintenance	27,098	26,791	32,579	35,000	41,206
46040	Grounds Maintenance-Parks	198,758	200,571	192,649	191,552	193,489
525-46040	Ground Maintenance-Emergency	6,920	15,725	-	-	-
46050	Tree Maintenance/Preservation	35,182	31,025	31,500	31,500	34,650
46060	Lake Maintenance	15,780	15,780	15,780	16,830	17,880
46110	Miscellaneous Maintenance	40,782	17,964	30,000	24,465	30,000
525-46110	Miscellaneous Maint - Emergency	-	2,638	-	-	-
46120	Vehicle Maintenance	24,938	27,254	18,500	13,000	16,500
46500	Software Maintenance	26,857	36,769	43,806	44,406	43,300
48100	Promotional Activities/Newsletter	23,483	23,792	25,000	24,500	25,000
48110	Promotional Activities/Town Events	21,847	16,736	22,500	21,800	36,800

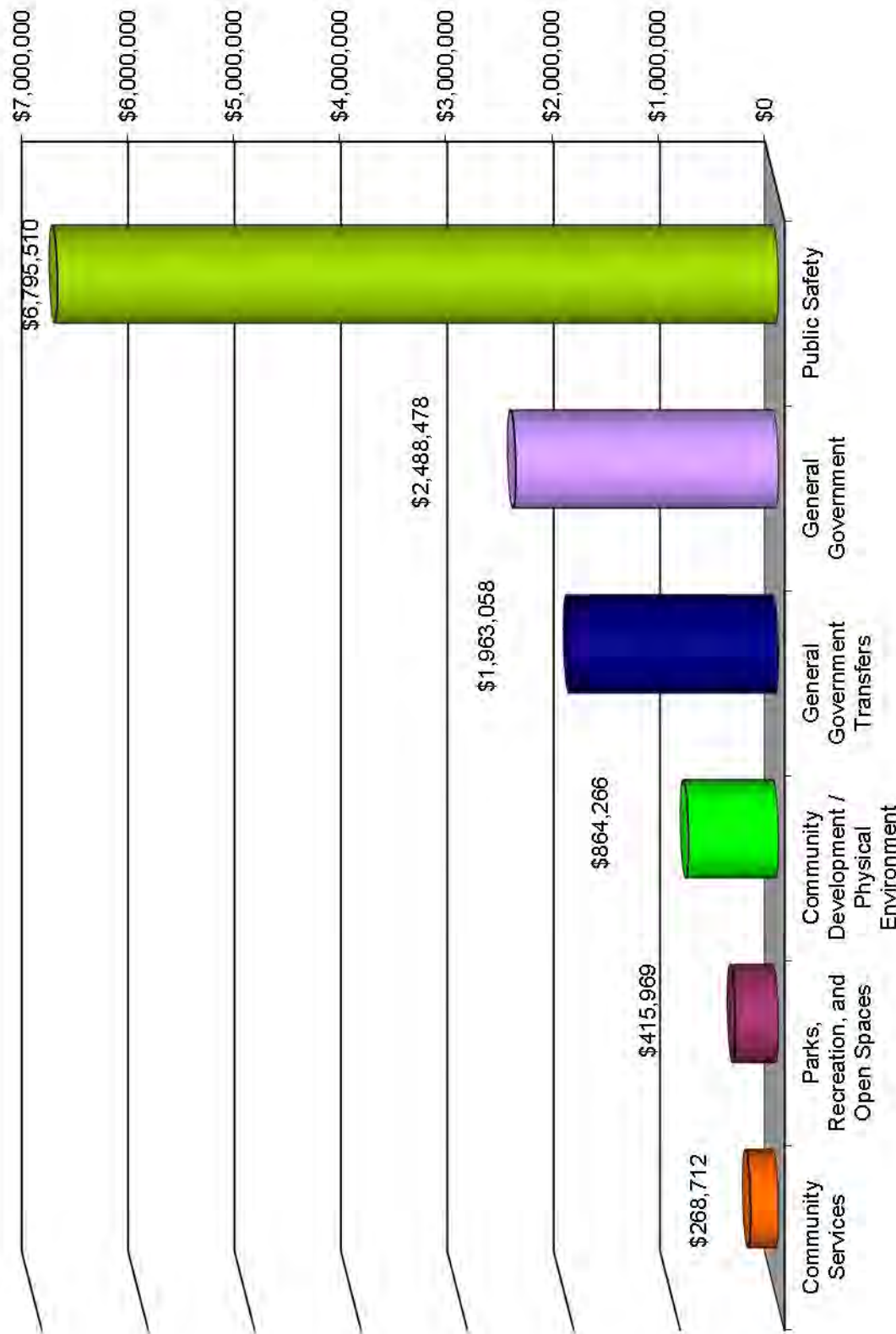
GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
49100	Other Current Charges	3,567	27,935	11,250	6,521	7,500
49110	Legal Advertisement	14,366	13,010	12,000	12,000	12,500
51100	Office Supplies	20,751	21,526	21,500	21,500	21,500
52140	Uniforms	66	590	2,000	1,000	1,000
52160	Gasoline	10,978	10,351	15,000	13,000	15,000
525-52160	Gasoline - Emergency	6,544	-	-	-	-
52900	Miscellaneous Operating Supplies	7,500	18,705	11,000	12,500	13,000
525-52900	Misc Op Supp - Emergency	39	-	-	-	-
54100	Subscriptions and Memberships	6,628	7,590	11,065	10,065	10,565
55100	Training and Education	4,579	9,135	14,850	11,800	14,050
55200	Conferences and Seminars	12,574	11,731	17,100	16,350	18,350
TOTAL	OPERATING EXPENSES	7,323,691	8,385,220	8,634,197	8,530,903	8,873,353
63100	Infrastructure - General			-	-	-
63120	Infrastructure - Fire Wells	21,095	12,014	30,000	10,000	30,000
64100	Machinery and Equipment	40,568	139,822	153,545	153,545	49,308
525-64100	Machinery and Equipment - Emergency	-	4,509	-	-	-
TOTAL	CAPITAL OUTLAY	61,662	156,345	183,545	163,545	79,308
82100	Aid to Private Organizations	43,142	25,697	37,924	45,190	27,100
91101	Transfers to Transportation Fund	913,393	1,196,243	869,101	904,488	862,267
91102	Transfers to Volunteer Fire Fund	144,280	139,033	193,338	193,338	192,506
91201	Transfers to Debt Service Fund	938,347	970,670	1,055,972	1,055,972	1,028,791
91301	Transfers to Capital Projects Fund	145,350	129,586	235,000	235,000	72,000
99100	Contingency-Operating	-	-	44,568	-	144,888
99100	Contingency-TW Vehicle Program	-	-	-	-	17,500
99100	Contingency - Fire Apparatus Replace	-	-	25,000	25,000	-
TOTAL	NON-OPERATING EXPENSES	2,184,512	2,461,230	2,460,903	2,458,988	2,345,052
TOTAL	GENERAL FUND	10,895,865	12,427,327	12,759,036	12,615,963	12,795,993

General Fund Expenditure Summary by Department

Department	FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Legislative	160,172	147,364	166,411	176,338	171,587
Town Attorney	546,907	646,917	736,500	476,791	520,000
Executive	476,415	505,237	523,982	515,626	546,661
Finance & Budget	395,973	435,764	460,999	443,002	446,559
Town Clerk	223,873	219,092	264,287	262,861	282,508
Building Services	444,333	753,876	425,000	725,174	500,000
Code Dev : Code Enforce & Zoning	185,249	195,399	280,516	265,316	266,516
Planning Services	71,989	67,421	85,750	102,250	97,750
Public Works : Engineering & C.S.	226,261	241,575	261,431	259,405	268,712
Public Safety - Police	2,386,777	2,607,035	2,792,391	2,678,180	2,919,093
Public Safety - Fire Admin+VF Svcs	3,073,834	3,575,973	3,819,328	3,791,132	3,876,418
Parks, Recreation and Open Spaces	411,897	409,126	399,913	404,417	415,969
Non-Departmental	2,292,184	2,622,549	2,542,528	2,515,471	2,484,221
Total	10,895,865	12,427,327	12,759,036	12,615,963	12,795,993

General Fund Expenditures by Function



Legislative Department

Services, Functions, and Activities:

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

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

The authoritative responsibilities of the Town Council are designated in the Town Charter and include: 1) the referenced appointments, 2) establishment of administrative departments through the adopted budget, 3) levying taxes and assessments, 4) authorizing bond issuance, 5) adopting plats, 6) adopting and modifying the official Town map, 7) regulating and restricting development consistent with governing laws, 8) adopting, modifying, and carrying out rehabilitation of blighted areas, 9) addressing neighborhood development, 10) granting public utility franchises, 11) providing for employee benefits, 12) dealing with administrative services solely through the Town Administrator and Town Financial Administrator, 13) appointing interim Council members in the event of a vacancy of office, if less than one year remains in the unexpired term, and 14) providing Town ceremonial functions. The Legislative budget also includes the Town's outside lobbyists who assist the Town at the County, State, and Federal levels. Commencing during FY 2019 the budget includes all Council agenda and public hearing video recording services.

Personnel Complement

Position Title	Adopted FY 2019			Adopted FY 2020		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Mayor		1			1	
Vice Mayor		1			1	
Town Councilors		3			3	
Total		5			5	

Legislative Department Expenditures

Line Item Prefix: 001-1000-511-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 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	1,155	1,017	1,667	1,667	1,667
TOTAL	PERSONNEL EXPENSES	68,975	68,836	69,487	69,487	69,487
31090	Lobbyist	42,135	48,135	48,000	48,000	48,000
34100	Other Contractual Services	-	-	-	7,600	6,000
40100	Mileage Reimbursement	-	-	1,000	-	1,000
49100	Other Current Charges	529	61	2,000	61	2,000
54100	Subscriptions and Memberships	1,549	1,851	2,500	2,500	2,500
55200	Conferences & Seminars	3,843	2,783	4,000	3,500	4,000
TOTAL	OPERATING EXPENSES	48,055	52,830	57,500	61,661	63,500
64100	Machinery and Equipment	-	-	-	-	10,000
TOTAL	CAPITAL OUTLAY	-	-	-	-	10,000
82100	Other Grants/Aid	43,142	25,697	37,924	45,190	27,100
99100	Contingency	-	-	1,500	-	1,500
TOTAL	NON-OPERATING EXPENSES	43,142	25,697	39,424	45,190	28,600
TOTAL	Department Total	160,172	147,364	166,411	176,338	171,587

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
82100	\$7,266	Higher SEAB scholarships awarded than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
64100	\$10,000	Higher due to Program Mod for Council Chambers Camera
82100	(\$18,090)	Lower SEAB scholarships projected

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Council Chambers Camera

Department Name	Division Name	Fund	Priority	Fiscal Impact
Legislative	Town Clerk	General	2	\$10,000

Justification and Description

This request is for the installation of a new camera system in the Council Chambers that will be positioned in such a way to capture both the dais and speakers at the lectern. It will allow for a switch between camera shots to allow for those viewing meeting videos to see both Council Members as well speakers as they address the Town Council rather than only seeing them from the rear of the Chambers. An estimate was solicited which recommended a two Pan Tilt Zoon (PTZ) cameras with infrared remote and 6 presets. The camera, wiring, and tie into our existing system will cost approximately \$10,000. The provision of this camera system will provide a more dynamic viewing experience for those watching Town Council meeting videos. It will also eliminate the need for the ongoing cost of having a camera crew onsite to record our meetings. The break-even point for this initial investment is approximately 12-14 months. 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, no adverse impact will occur other than ongoing cost. We currently have a multimedia company that records our meetings with their equipment. However, the current camera setup does not capture the speakers positioned at the lectern. Therefore, nonverbal cues and gestures are not being recorded which would enhance the viewing experience for those watching the meeting videos at home or on YouTube.

Required Resources

Line item	Title or Description of request	Cost
001-1000-511-64100	Council Chambers cameras, wiring, and programing into existing system.	\$10,000

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, monitors local, state and federal legislation in conjunction with the Town's lobbyist. 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, municipal prosecutions and lawsuits filed by or against the Town.

FY 2018/2019 Accomplishments:

- Ongoing defense of active litigation against the Town for the following cases:
 - McBride vs. SWR
 - Diamond Eye vs. SWR
 - Windmill vs. SWR
 - Page vs. SWR
 - Dania vs. SWR
- Successfully obtained Money Judgments of \$49,692 as of May 21st, 2019.
- Provided ongoing legal assistance with the Transportation Surface & Drainage Ongoing Rehabilitation (TSDOR) CIP program.
- Collected, with the assistance of Code Enforcement, over \$78,867 in code enforcement fines as of May 21st, 2019.
- Drafted numerous procurements and related contracts.
- Successfully negotiated a new Town independent audit contract resulting in an additional \$9,350 savings over five years.
- Worked with Legislative Team to secure nearly \$500,000 in appropriations for FY 2019/2020
- Brought de-annexation of the Town to the forefront

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.
- Work to resolve in advance or to bring to conclusion all pending litigation in the most cost effective and timely manner.
- Obtain new non-advalorem revenue opportunities, wherever possible supporting diversification.
- Assist Council to analyze and enact other revenue sources.
- Advise on the use and future disposition of all real and personal property classifications.

FY 2019/2020 Performance Objectives:

- Continue to deliver effective, prompt sound legal advice to Town Council, Boards, Town Administrator, Town Financial Administrator and all other departments.
- Prevail in lawsuits brought against the Town and by the Town in the most cost-efficient manner.
- Continue to educate Town Council and all Town staff on issues for compliance with ethics requirements in Broward County.
- Ensure adoption of effective legislation to run a smooth, efficient, lawful government that carries out the goals and policies of the elected officials.
- Monitor local, state, and federal legislation that may affect the Town.
- Work to develop additional revenue sources 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 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Account Description					
31010	Professional Services	152,643	204,584	185,000	100,000	140,000
31020	Lawsuits & Prosecutions - General	287,502	329,660	441,500	50,000	220,000
31030	Lawsuits - Code Compliance	99,007	105,951	100,000	320,311	150,000
31040	Lawsuits - Planning & Zoning	7,755	6,722	10,000	6,480	10,000
TOTAL	OPERATING EXPENSES	546,907	646,917	736,500	476,791	520,000
TOTAL	Department Total	546,907	646,917	736,500	476,791	520,000

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
31010	(\$85,000)	Lower legal professional services required than normal
31020	(\$391,500)	External Litigation lower than anticipated
31030	\$220,311	Unusually higher code compliance cases/lawsuits than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
31010	\$40,000	Professional services increased to normal level
31020	\$170,000	Higher provision for anticipated litigation in FY 2020
31030	(\$170,311)	Lowered code compliance cases/lawsuits provision to normal level

Executive Department

Services, Functions, and Activities:

The Town Administrator, 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 Customer Service Team consisting of the Administrative Specialist, Front Desk Administrative Assistant and Customer Service Volunteers. The Executive Department's responsibility is to provide leadership, direction, administrative oversight and support, and to establish systems in the most efficient and responsible manner. This initiative empowers the Town's employees to embrace the Town's Vision and Mission, thereby anticipating and exceeding customer expectations and directives approved by the Town Council, always with the focus on providing excellent customer service.

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

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

FY 2018/2019 Accomplishments

- Worked with Legal and Zoning to design new Permit Checklist.
- Worked with Finance and Code to streamline the lien collection process.
- Worked with Davie Police on a transition plan for the in-house CSA. The CSA position is now contracted directly by the Town.
- Coordinated ground lease for use of Southwest Meadows Sanctuary Park for soil storage. Facilitated/negotiated with Legal department a 60k contribution to the SWR Parks Foundation and which did not impair the Town's tax exemption.
- Worked with Finance and Legal on Town response to the OIG review. The issues with Waste Pro and the Town were resolved.
- Worked with Council budgetary input to revise the Code Services contract to increase staffing and enhance Code Enforcement.
- Completed FEMA Hurricane Irma debris pick up.
- Completed Southwest Ranches Fire Station construction of modular facility.
- Increased household hazardous waste collections from four (4) to six (6) events.
- Renegotiated contract with Waste Pro.
- Added Holiday Light contest to Town Special Events.
- Assisted Finance with adding a requirement to the Building Dept. certificate of occupancy process to ensure pro-rata special assessments are collected on new homes.
- Conducted review of Agricultural designated parcels to ensure appropriate solid waste services are provided, especially for Commercial/Business use.

Issues:

- Continue the 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.
- Ensure compliance with FEMA guidelines to maximize Town reimbursement.

Fiscal Year 2019/2020 Performance Objectives: (* - strategic plan initiative)

- Secure opportunities for the former CCA property. *
- Complete security enhancements for emergency fire services modular building. *
- Continue to work on an official Townwide Administrative Policies and Directives/Procedures (APDP) project.
- Continue Long-term development of the TSDOR-roadway repaving plan. *
- Organize a successful twentieth (20th) Town Anniversary celebration.
- Update and continue to improve Emergency Management Plans. *
- Locate and secure a site for a permanent Public Safety Building/EOC. *
- Continue to identify opportunities for improvement and enhanced customer service.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

Personnel Complement:

Position Title	Adopted FY 2019			Adopted FY 2020		
	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	
Total	4	1		4	1	

Executive Department Expenditures

Line Item Prefix: 001-1400-512-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Code Suffix	Object Description					
12100	Regular Salaries & Wages	323,579	337,353	347,802	344,269	350,965
13100	Part-Time Salaries & Wages	11,905	11,256	15,587	13,600	17,367
14100	Overtime	-	-	-	-	1,737
525-14100	Overtime - Emergency	5,516	10,569	-	-	-
21100	Payroll Taxes	22,909	24,441	25,443	24,922	25,855
22100	Retirement Contribution	17,578	24,161	25,820	25,613	25,687
23100	Life & Health Insurance	30,714	34,062	34,369	34,477	35,784
24100	Workers Compensation	688	946	1,311	1,279	1,317
TOTAL	PERSONNEL EXPENSES	412,889	442,789	450,332	444,161	458,711
31010	Professional Services	3,500	6,686	5,000	5,665	5,000
40100	Mileage Reimbursement	-	-	150	-	150
42100	Postage - Newsletter	9,890	9,839	12,000	12,000	12,000
48100	Promotional Activities / Newsletter	23,483	23,792	25,000	24,500	25,000
48110	Promotional Activities / Town Events	21,847	16,736	22,500	21,800	36,800
54100	Subscriptions and Memberships	1,714	2,438	2,000	2,000	2,000
55100	Training and Education	468	285	2,000	2,000	2,000
55200	Conferences and Seminars	2,624	2,672	3,500	3,500	3,500
TOTAL	OPERATING EXPENSES	63,526	62,448	72,150	71,465	86,450
99100	Contingency	-	-	1,500	-	1,500
TOTAL	NON-OPERATING EXPENSES	-	-	1,500	-	1,500
TOTAL	Department Total	476,415	505,237	523,982	515,626	546,661

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
13100	(\$1,987)	Lower due to vacancy in position

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
48110	\$15,000	Higher provision for the Towns 20th anniversary program modification

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Town of Southwest Ranches 20th Anniversary Celebration

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	N/A	Executive	1	\$15,000

Justification and Description

The Town was officially incorporated in 2000 and traditionally the Town has celebrated this anniversary in the form of a Birthday Party annually for the first 10 years. Subsequently, these celebrations commence on milestone anniversaries such as the 15th year and now, for FY 2020, the 20th year. This celebration will be planned with the leadership of Town staff and assistance of committee members from each of the HOA's. The event will be open to all Town residents and will include major entertainment and refreshments.

Alternative/Adverse Impacts if not funded:

Not funding this event will result in not having a Town anniversary celebration for FY 2020.

Required Resources

Line item	Title or Description of request	Cost
001-1400-512-48110	Townwide Anniversary Celebration	\$15,000

Finance & Budget Department

Services, Functions, and Activities:

The Finance and Budget Department ("Budget" added to department name this FY) 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. Evaluate and recommend all employee benefit proposals annually as submitted by the Town agent of record.

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, GrantsPA and FloridaPA website initiation and maintenance including oversight of a financial/grant assistance contractor, FEMA and F-DEM coordination, documentation including requests for reimbursement.

Fiscal Year 2018/2019 Accomplishments (*strategic plan initiatives):

- Timely filed an award eligible Comprehensive Annual Financial Report (CAFR) for FY 2018 without external audit management or weaknesses in internal control comments*.
- Continued to provide a quarterly expense to budget analysis to Town Council and interested parties, on the Town's financial condition*.
- Negotiated the existing Town Disability Insurance carrier to retain the same premiums.
- Successfully migrated the FY 2019 residential Fire Assessment and Solid Waste/ Recycling fees to the Property Appraiser.
- Increased invoicing, deposit requirements and collections of public hearing cost recovery/public hearing matters with the assistance of Code Enforcement, Engineering and Legal Departments*.
- Coordinated, reviewed and timely filed FY 2018 IRS form 990 for the Southwest Ranches Volunteer Fire Rescue, Inc.
- Successfully managed, as well as timely funded, the Townwide Defined Contribution retirement program.
- 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 complied with imposed debt service covenants including new LOC.
- Managed Hurricane Irma cash flow and emergency management FEMA and State-DHS reimbursement procedures along with its corresponding emergency line of credit. Attained 50% and 100% obligated status for 100% of Towns large and small project worksheets, respectively resulting in the recording of revenue within the fiscal year.
- Added three (3) new detailed accounting policy and procedures to the existing departmental manual.
- Added a requirement to the Building Dept. certificate of occupancy process to ensure pro-rata special assessments are collected on new homes.

- Distributed a “budget brief” pamphlet providing residents and users an overview of FY 2019 adopted budget.
- Maintained and updated the Town’s Master Project list to include the tracking of all projects funded during the fiscal year.
- Recovered over \$9,000 of misclassified EMS/Ambulance transport revenue.
- Competitively procured the services for an Independent Auditor in accordance with Town Charter.

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/personnel 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 2019/2020 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 and controls to increase performance and efficiencies.
- To manage all approved existing and/or refinanced debt issuance required to fund capital improvements.
- Comply with all renegotiated 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.
- Adoption by Council of a revised purchasing ordinance to assist procurement policy and procedures Townwide.

Personnel Complement:

	Adopted FY 2019			Adopted FY 2020		
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		
Total	4			4		

Finance & Budget Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Code Suffix	Object Description					
12100	Regular Salaries & Wages	283,497	308,325	307,575	308,566	311,291
14100	Overtime	778	2,516	1,365	1,601	2,100
525-14100	Overtime - Emergency	1,474	233	-	-	-
21100	Payroll Taxes	20,514	22,157	23,381	23,463	23,710
22100	Retirement Contribution	16,139	20,906	22,178	22,148	22,189
23100	Life & Health Insurance	25,095	32,364	36,641	31,972	28,901
24100	Workers Compensation	598	813	1,115	1,109	1,118
TOTAL	PERSONNEL EXPENSES	348,095	387,314	392,255	388,858	389,309
32100	Accounting and Auditing	43,158	45,617	58,944	48,144	47,000
49100	Other Current Charges	15	15	1,000	500	1,000
54100	Subscriptions and Memberships	1,270	1,230	2,000	1,500	2,000
55100	Training and Education	564	40	1,800	1,500	2,250
55200	Conferences and Seminars	2,871	1,548	3,500	2,500	3,500
TOTAL	OPERATING EXPENSES	47,878	48,450	67,244	54,144	55,750
99100	Contingency	-	-	1,500	-	1,500
TOTAL	NON-OPERATING EXPENSES	-	-	1,500	-	1,500
TOTAL	Department Total	395,973	435,764	460,999	443,002	446,559

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
23100	(\$4,669)	Lower due to unanticipated reduction in benefit participation
32100	(\$10,800)	Lower auditing expenses than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
23100	(\$3,071)	Lower due to full year impact of reduction in benefit participation

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, supervision of elections, and all public information communication. 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 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, including GIS as well as managing Town website content.

Fiscal Year 2018/2019 Accomplishments:

- Oversaw the enhancement of the Geographic Information System (GIS) with the utilization of contracted vendor to improve service delivery.
- Installation of new primary network server allowing for increased internet and network speed.
- Enhanced the functionality of the Grand Oaks Conference Room with the installation of a smart TV which acts as an extended computer monitor, as well as a whiteboard.
- Increased social media presence for Town with more than 500 Facebook and 230 Twitter followers.
- Successfully migrated several hundred permit files from Town's building permit services provider Cap Government, Inc. into Town's enterprise records management system maintained by the Town Clerk.
- Successful installation of a new firewall and increase of internet speed to 300 Mbps.
- Coordinated the provision of all technology resources for the new modular fire rescue facility.
- Upgraded technology resources with the acquisition of new laptops, and printers thereby increasing staff productivity.

- Received, processed and completed a total of 60 public records requests from October 1, 2018 to March 30, 2019 while acknowledging these requests within 2 business days 97% of the time, exceeding the performance measures outlined in the Town's Strategic Plan.
- Posted 17 meeting notices from October 1, 2018 to March 30, 2019 at least 2 days prior to meeting date 100% of the time in conformance with the performance measure outlined in the Town's Strategic Plan.
- All approved Regular Town Council Meetings, Special Town Council Meetings and Advisory Board minutes have been posted online.

Issues:

- Significant investment in information technology to fund replacement program to include computers, and peripherals.
- Full utilization by Town Council of an electronic agenda.
- Digitization of closed planning contractor permit files.
- Ongoing ADA accessibility content on Town website.
- 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 2019/2020 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.
- Content on Town website should be ADA accommodating.
- Maintain computer hardware with an average age of five years or less.
- Advertise and post all notices of public proceedings as required by law; in addition, provide appropriate updates to the Town website for use by the public.
- Represent the Town in various business association groups, including the Broward County Municipal Clerks Association, Broward City County Managers Association, and Florida City County Managers Association.
- Continue to administer the codification of the Town Charter and Code through contract with Municipal Code Corporation.
- Provide timely information to other organizations, agencies, Town residents, and the general public.
- Continue to provide assistance to all Departments concerning Town needs.

Personnel Complement:

	Adopted FY 2019			Adopted FY 2020		
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 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	145,288	151,967	161,070	160,776	162,111
525-14100	Overtime - Emergency	72	-	-	-	-
21100	Payroll Taxes	9,363	9,726	12,323	12,299	12,401
22100	Retirement Contribution	11,280	12,332	13,643	13,569	13,604
23100	Life & Health Insurance	7,121	8,091	9,410	9,325	9,707
24100	Workers Compensation	284	416	581	575	580
TOTAL	PERSONNEL EXPENSES	173,409	182,531	197,027	196,545	198,403
34100	Other Contractual Services	22,719	11,328	37,860	38,356	56,605
40100	Mileage Reimbursement	12	96	100	100	100
46500	Software Maintenance	5,880	7,230	5,800	6,400	6,400
49100	Other Current Charges	3,023	-	4,500	3,960	2,000
49110	Legal Advertisement	14,366	13,010	12,000	12,000	12,500
54100	Subscriptions and Memberships	1,365	1,071	2,000	1,500	1,500
55100	Training and Education	1,322	125	2,000	1,500	2,000
55200	Conferences and Seminars	1,777	3,700	3,000	2,500	3,000
TOTAL	OPERATING EXPENSES	50,464	36,561	67,260	66,316	84,105
TOTAL	Department Total	223,873	219,092	264,287	262,861	282,508

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
34100	\$18,249	Higher primarily due to Program Mod for website redesign in FY 2020

FUNDED

Town of Southwest Ranches, Florida

FY 2019 Program Modification

Website Redesign & ADA Compliance

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk	Town Clerk	General	1	\$17,500

Justification and Description

This request is for the provision of a redesign of the Town website. The Town's website has remained in its current form since 2013. While the website is serviceable, its appearance is dated. The current website works on the Wordpress architecture. While this architecture provides a stable platform, it is difficult to manage and make modifications to. The Town has an indefinite agreement with Paktolus Solutions, LLC to assist with maintenance and modifications to the Town's website. When a change is needed it often requires the utilization of Paktolus Solutions, LLC to make such modification at an hourly rate. If the software platform for the website were easier to use, staff could make these changes in house. Furthermore, most of the content on the website are not ADA compliant and could subject the Town to legal challenge. The current website is also not mobile friendly making it more difficult for users to enjoy on their mobile devices. A redesign would freshen the look and "feel" of our website and would allow for a more interactive experience for users through enhanced online forms and portals to facilitate the exchange of information between website visitors and Town staff. 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, the Town is susceptible to legal challenge on the grounds of ADA compliance as municipal websites are expected to be Web Content Accessibility Guideline (WCAG) 2.0 compliant. This challenge could lead to a lack of transparency as the Town could be forced to remove most of the content from the website. Website visitors would then be unable to access information they would ordinarily be able to view. A website redesign would ensure that the Town website would meet the latest WCAG guidelines for accessibility.

Required Resources

Line item	Title or Description of request	Cost
001-1800-512-34100	Website Redesign	\$17,500

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 certified for emergency services. CAP 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 fire department. Input zoning, landscaping, engineering, and drainage plan reviews and results into the Citizen serve.
- Issue certificates of occupancy (C/O's) and certificates of completion and on occasion, temporary certificates of occupancy (TCO's).
- Maintain continuing education requirements and annual license certifications.

CAP Building Responsibilities:

- Requires property owners or contractors who 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 homeowner avoid enforcement penalties for non-compliant work.
- Ensure that the public understands that a NOC (Notice of Commencement) is required prior to first inspections.

FY 2018/2019 Accomplishments:

- Assisted Town Clerk with successfully organizing building plans in order to be scanned into the Town's enterprise records management system.
- Continued development of Staff to be more efficient. This includes the clarification of duties and responsibilities, educational classes which provide training, and, during hurricane season, helping with the functions needed in order to make the Town safe.

- Maintained turnaround time for a single-family residential permit to less than a week, once the plans have been assigned to the building department.
- Southwest Ranches ISO rating (The Building Code Effectiveness Grading Schedule Result) put us at a top 2.0% of the nation's highest rated Building Departments. Both Residential and Commercial maintained a 2 rating (where a rating of 1 is highest and 10 is the lowest. This can result in lowering the resident's insurance premiums. (This evaluation is based on the education, training and volume of CAP personnel. The ISO rating reevaluation process is currently under review and is expected to maintain a very high rating.

Issues:

- Due to increased volume, CAP has been unable to participate in monthly staff meetings to be better informed of current or future happenings within the Town of Southwest Ranches.
- Documents are submitted by contractors and property owners, and at times do not have all required paperwork. Permitting process has been revised to prevent building department review unless prior approval has been received from Engineering and Zoning.
- Follow-up with customers to close out expired, incomplete or opened permits.
- Citizenserve software is capable of registration of contractors on file. However, utilization and processing to promote efficiency is not being fully utilized.

FY 2019/2020 Performance Objectives:

- Continue to proactively attract economic development investors to the town.
- Town Website enhancements including a) Instructions on how to use the Portal, b) A link to the Portal "permit online link", c) A link to a fillable inspection request that can be emailed, d) A link to the fee schedule.
- Record daily all and any information on permits onto Citizen serve in. Continue to give the public current and accurate information on a daily basis on-line.
- Continue to improve internal departmental operations and customer service thru training and development of all staff.
- 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 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object Description					
34100	Other Contractual Services	440,128	753,876	425,000	725,174	500,000
525-34100	Other Contractual Serv. - IRMA	4,205	-	-		
TOTAL	OPERATING EXPENSES	444,333	753,876	425,000	725,174	500,000
TOTAL	Department Total	444,333	753,876	425,000	725,174	500,000

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
34100	\$300,174	Higher due to increased residential development than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
34100	(\$225,174)	Reduction anticipated in residential development to normal level

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, an Assistant Code Enforcement 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 on a reactive basis, with the following issues in a proactive manner: overgrown properties, property maintenance, bulk, fill, and recreational vehicles being used for living purposes longer than the allowed one year, while the building permit is active.

The Department provides support to the Engineering Department by performing inspection services as needed. The Department provides support to the Finance Department with the Annual Fire Inspection fees (Commercial), supports the Building Department with follow up on expired permits, and work performed without a permit, as well as supporting the Clerk's Office with its record requests.

The Department interacts and helps the Broward County's Property Tax Appraiser with inspection of locations which are found to have done work without a permit based on their inspection and discovery.

Furthermore, the Department oversees all Zoning Permit plan reviews for commercial locations, new single-family residences, 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, utilizing the landscape inspector that we have as part of our in-house staff.

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, 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 2018/2019 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 8 information articles related to fill, work without a permit, and overgrown properties either developed or vacant that have failed to be maintained.*
- Initiated 2,296 violations pertaining to maintenance of a rural lifestyle and property values.*
- Issued 769 notices of violations pertaining to failure to maintain properties or nuisances related to failure to adhere to our 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:

- There has been a steady increase of complaints received by our Department, which is reflected on the amount of calls that we have received. We can attribute this to residents becoming more familiar with the code enforcement services that the Town provides since we are primarily reactive when it comes to code enforcement violations.
- Given that residents are accustomed to our rural lifestyle, residents have become more concerned with loud noises, parties and the sort of events that create an impact on the surrounding community. As such, complaints related to loud noise during parties have increased during this fiscal year. These parties often do not have the required outdoor permits as outlined in our code of ordinances. Complaints trigger a response by the Police Department, which in turn translates into a Code Enforcement response in the form of a Notice of Hearing since it is an issue that is unrepairable in nature. 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.
- Given that the end of the fiscal year included months where local elections were being ran, the amount of snipe political signs increased drastically. As such we spend the better of two to three months on a daily collection of snipe signs on the rights of ways around Town.
- We continue enforcement based on proactive action and citizens' complaints action of removal of other signs placed on town wide 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. It is important to indicate that legislation passed by Council, has given authorization for any resident to remove these signs as they are to be considered trash.

- 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.
- The new code enforcement program that was launched is a departure from the old excel database that we had. The program is allowing faster turnaround on the inspections by the officer. Another enhancement has been tracking of complaints, not to mention historical data. The system is web-based and available to residents for research as to the status of the complaint or the status of the case for a specific location. A new link has been provided via our website page to access this information in real time.
- Legislation was created by the Legal Department and passed by the Town Council related to the excessive expenditure of Town resources. This was done because of the constant calls emanating from various locations for a multitude of issues from loose dogs, noise complaints, and other. As such the Department tracks with the help of the police 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 expenses, 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. 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 2019/2020 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.

- Will continue constant updating of the compiled tracking list of Town wide properties which are subject to outstanding liens and/or code compliance is an ongoing effort. This list will also provide the necessary information to 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.
- Implement a new database program that will streamline the issuance, tracking and monitoring of properties real time.
- 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.
- 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 Companies locations and functions based on complaints from residents. These issues relate to the parking of vehicles at the various properties and using them as a staging area for the companies. These properties are not being used as a nursery but rather as a staging area for businesses as previously indicated. Articles will be provided in the Town flyer and sent to owners to provide information of the regulations.
- The addition of a new officer to enforce nighttime and weekends will provide further coverage of the Town.
- The creation of a Code Enforcement Hotline provides a great new addition to the tools that our residents have, to report violations during the night and weekends as well. A message triggers an e-mail that is sent to the Code Enforcement Director in real time. We will be able to track and respond quicker to complaints via this tool.
- Continue to facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

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

Line Item Prefix: 001-2300		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object Description					
515-34300	Other Contractual Services-P&Z Permits	53,612	41,317	60,000	45,000	45,000
524-31010	Professional Services	7,838	10,583	11,000	12,000	12,000
524-34100	Other Contractual Services	123,800	143,500	209,516	208,316	209,516
TOTAL	OPERATING EXPENSES	185,249	195,399	280,516	265,316	266,516
TOTAL	Department Total	185,249	195,399	280,516	265,316	266,516

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
34300	(\$15,000)	Decrease due to less zoning/permitting than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation

Planning Services Department

Services, Functions, and Activities:

The Planning Services Department protects the Town's rural character through planning, review of developmental proposals, maintaining and periodically updating the Town's Comprehensive Plan and Unified Land Development Code. Planning functions are outsourced to 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 and serves as the Town's representative on the Broward County School Board Staff Working Group.

FY 2018/2019 Accomplishments (*strategic plan initiatives):

- Reviewed and processed 20 public hearing items (some are still in process.)
- Issued 28 zoning letters.
- Maintained a database of group homes.
- Worked with CPAB to hold several public workshops regarding plant nurseries and drafted 6 different ordinances for consideration over the course of the year.
- Provided support to Town Attorney and expert testimony regarding 2 matters under litigation.
- Continued representing the Town on the staff working Group as mandated by the Interlocal agreement with the Broward County School Board and Broward County Commission.
- Produced quarterly and annual development reports for the School Board as required by Interlocal agreement.
- Coordinated with the Town Administrator and Town Attorney with regard to potential policy issues.

Issues:

- The Comprehensive Plan has been amended 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.
- Multiple Council members commented during a workshop that the land development regulations need to be comprehensively revisited to reflect the maturation of the Town's policy environment.
- The Town's sign regulations need to be revised to reflect new case law.
- Zoning regulations are required to implement the new land use category for the US 27 Corridor.

FY 2019/2020 Performance Objectives

- To draft zoning regulations for the US 27 corridor.
- To update the public-school facilities and capital improvements elements of the comprehensive plan consistent with the third amended interlocal agreement.
- To facilitate policy discussions about various lifestyle issues as they pertain to land development regulations, and to update the Unified Land Development Regulations to reflect such prevailing policy direction
- To communicate the Town's values to developers, potential residents, and other governmental agencies.
- To 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 continue facilitating and complying with specified departmental performance measures of the Town's Strategic Plan.

Planning Services Expenditures

Line Item Prefix: 001-2500-515-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object Description					
34310	Other Contractual Svcs - Public Hearings	46,158	45,306	45,000	65,000	60,000
34320	Other Contractual Svcs - Town Planning	7,486	7,621	17,250	17,250	17,250
34330	Other Contractual Svcs - Land Use Planning	18,346	14,493	22,500	20,000	20,000
49100	Other Current Charges	-	-	1,000	-	500
TOTAL	OPERATING EXPENSES	71,989	67,421	85,750	102,250	97,750
TOTAL	Department Total	71,989	67,421	85,750	102,250	97,750

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
34310	\$20,000	Increase due to higher than anticipated Public Hearing items

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
34310	(\$5,000)	Lower due to less than anticipated Public Hearing items

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

Services, Functions, and Activities:

The Public Works Department prioritizes the capital infrastructure improvement needs and maintenance of public works facilities including buildings, streets, drainage, traffic signs and guardrails. The department, also, manages special projects and programs including the E-911 Street Addressing 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 Community Rating System (CRS) Coordinator, the National Pollutant Discharge Elimination System (NPDES) Coordinator, and the designated contract manager for community capital improvement projects. Public Works Department staff provides citizens with assistance on issues related to the CRS and National Flood Insurance Program (NFIP). It also administers the implementation of the Town's NPDES program.

The Public Works Department oversees all operations and maintenance functions for the Town's public works facilities, including streets, drainage and the 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%).

Engineering Services (ES) is a division of the Public Works Department. ES conducts engineering plan reviews 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 Planning Services and Community Development: Zoning Division as well as provide liaison functions to the Comprehensive Plan Advisory Board (CPAB.) Staff also provides input to the Town Advisory Boards and Town Council concerning the development of policies and procedures concerning reviews and the development of the Town's Comprehensive Plan addressing various elements, including Future Land Use, Housing, Transportation, Recreation and Open Space, Conservation, Utilities, Public School/Institutional Facilities, Intergovernmental Coordination, and Capital Improvements.

FY 2018/2019 Accomplishments:

- Received and processed more than 243 engineering 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 a Drainage Improvement Project at SW 182nd Avenue and SW 50th Street.
 - Completed construction 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.
 - Completed surveying, design, and bidding for the Green Meadows Drainage Project, which was funded by a \$500,000 from Florida Department of Environmental Protection
 - Completed construction of the following drainage projects, which were funded by a \$340,000 Florida Department of Environmental Protection grant and will be constructed in FY 2018/2019:
 - Construct catch basin adjacent to 5501 SW 136th Avenue (Holatee Trail) with associated piping and headwall structure connecting to the Central Broward Water Control District (CBWCD) S-33 Canal on the east side of Holatee Trail.
 - Upgrade culverts and restoration of eastside swale along Dykes Road from Huntridge Drive to Calusa Corners Park with new underdrain and headwall connections at SW 51st Manor, SW 53rd Court, SW 54th Place and SW 56th Street. New outfalls will connect to the South Broward Drainage District (SBDD) No. 10 Canal.
 - Install catch basins and associated piping at the intersection of SW 54th Place and SW 188th Avenue, connecting westward to the South Broward Drainage District (SBDD) No. 12 Canal.

- Grade swales and install drainage pipe to connect an existing catch basin on SW 178th Avenue and SW 46th Street to the South Broward Drainage District (SBDD) Rolling Oaks Lateral Canal.
 - Install catch basins and associated piping at the SW 201st Avenue cul-de-sac, connecting to the South Broward Drainage District (SBDD) Canal.
- Completed construction of the Frontier Trails Park Improvements.
- Completed construction of the Town's entranceway sign along Griffin Road near Bonaventure Boulevard.
- 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 of the Fiscal Year 2020 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
 - Completed Right of Way acquisition of the Fiscal Year 2021 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:
 - Prepared and submitted application package to be included in CRS Program.
 - 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.
- Developed the Town's Geographic Information System (GIS) program and provided multiple public facing maps.
- Successfully rebid contract for roadway and sign maintenance.
- Successfully rebid contracts for engineering and surveying.

Issues:

- Availability of funds for mapping and documentation preparation for an improved CRS rating.
- Availability of funds to expand the GIS database.
- Availability of funds for ongoing street maintenance and repairs.
- Availability of funds for the Drainage and Infrastructure Advisory Board project list.
- Availability of funds for critical capital projects, including a proposed emergency operations center.

- Monitoring changes to Federal, State and Local grant requirements.
- Inability to award contracts due to lack of funding.
- Inadequate staffing to perform necessary routine inspections.
- Lack of storage space to house all active permit files.

FY 2019/2020 Performance Objectives:

- Improve CRS rating
- Continue development of GIS database and infrastructure within imposed budgetary constraints.
- Complete Fiscal Year 2020 components of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program road construction.
- Complete Fiscal Year 2021 TSDOR program road design and bid document preparation.
- Complete Fiscal Year 2022 TSDOR program road improvement Right of Way acquisition.
- Prepare the NPDES Annual Report.
- Develop a Five-Year Plan for Drainage Projects.
- Develop WBID 3279 Monitoring / Action Plan based on NPDES requirements.
- 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:

Position Title	Adopted FY 2019			Adopted FY 2020		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Community Services Manager	1			1		
Engineer I	1			1		
Total	2.5			2.5		

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

Line Item Prefix: 001-2600:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object Description					
515-12100	Regular Salaries & Wages	183,857	192,443	202,015	201,200	208,556
525-14100	Overtime - Emergency	800	-	-	-	-
515-21100	Payroll Taxes	13,834	14,367	15,454	15,392	15,955
515-22100	Retirement Contribution	9,193	9,622	10,198	10,060	10,428
515-23100	Life & Health Insurance	12,624	16,182	18,488	18,327	19,081
515-24100	Workers Compensation	4,571	5,268	7,376	7,276	7,542
TOTAL	PERSONNEL EXPENSES	224,879	237,882	253,531	252,255	261,562
539-34100	Other Contractual Services	-	-	-	-	-
539-40100	Mileage Reimbursement	-	389	150	150	150
539-49100	Other Current Charges	-	-	1,750	1,000	1,000
539-54100	Subscriptions and Memberships	-	-	1,750	1,750	1,750
539-55100	Training and Education	958	3,304	2,750	1,500	1,500
539-55200	Conferences and Seminars	424	-	1,500	2,750	2,750
TOTAL	OPERATING EXPENSES	1,382	3,693	7,900	7,150	7,150
TOTAL	Department Total	226,261	241,575	261,431	259,405	268,712

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
12100	\$7,356	Annual provision for merit pay adjustments

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 2018/2019 Accomplishments:

Strategic Plan Priority Areas:

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

- Goal 1c – Protect our community
 - Published three articles on safety tips in the newsletter to educate the community on current crime trends and ways to safeguard their property and family.
 - Posted 420 articles/informational bulletins on Facebook; 698 on Twitter; 30 on Instagram (newly added to the social media outlets).
 - Launched the SaferWatch app in the community for non-emergency crime reporting.
 - Conducted Active Killer Training at GreenTree Preparatory Charter, Masters Academy and Archbishop Edward A. McCarthy High School.

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

- Goal 3d – Improve Road Conditions
 - Enforced maximum load restrictions on Town roads; no citations issued.
 - Issued 1,672 citations throughout the Town. Of those, 1,340 were speed-related.

- The Traffic Unit participated in six operational patrols for speed-related concerns along the Town's roadways. The Traffic Unit also deployed the traffic counters as requested.

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

- Goal 2e – Enhance community outreach
 - Launched the SaferWatch app in the community for non-emergency crime reporting. The app is a proactive, mobile approach to community policing.
 - Operated a very active Facebook and Twitter account. The main focus of both social media sites is to provide the public information related to community programs and events as well as crime activity/trends. Posted over 1,100 articles, safety alerts, informational bulletins, and crime concerns on Facebook, Twitter and Instagram.
 - Participated in 36 HOA meetings.
 - The Police Department's Mounted Unit participated in two Town events, the annual BBQ and the annual Car Show and Chili Cookoff.
 - Participated in two Drug-Take Back Events during the fiscal year.
 - Held two Citizen's Police Academy sessions which included Town of Southwest Ranches resident participation.

Issues:

- Continue speed-related traffic enforcement for roadways: 166th Avenue, 172nd Avenue, Hancock Road, Stirling Road, Mustang Trail and 185th Way.
- Identify school safety concerns at Town educational institutions.
- Address and mitigate solutions for noise complaint concerns.

Fiscal Year 2019/2020 Performance Goals and Objectives:

- 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.
- Solicit and identify concerns from residents through association meetings, Town Council meetings and other special events held within the Town.
- Ensure community members that 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.

Strategic Plan Priority Areas:

- Priority Area C: Reliable Public Safety
 - Goal 1c – Protect our community
 - Provide necessary information via newsletter as another means to promote a safer community.
 - Provide enhanced training and educational workshops to Town schools on school safety topics.
 - Continue to engage in social media posting of articles, crime concerns and informational bulletins throughout FY 2019/2020.
- Priority Area D: Improved Infrastructure:
 - Goal 3d – Improve Road Conditions
 - Continue to enforce traffic laws (to include maximum load restrictions) on roadways within Southwest Ranches. Specifically, to address speeding concerns along the noted roadways.
 - Attend community meetings regarding traffic control design and maintenance.
 - Utilize community meetings, Town events, social media and traffic sign boards to communicate traffic concerns (i.e. warning for future traffic enforcement, upcoming road maintenance.)
- Priority Area E: Cultivate a Vibrant Community:
 - Goal 2e – Enhance community outreach
 - Increase communication to promote the Town's programs and services.
 - Provide enhanced safety training to Town schools.
 - Promote the Saferwatch App to the community for reporting non-emergency crime tips, suspicious activity or other events that may require public safety response.
 - Continue to disseminate information via Facebook, Twitter and Instagram.
 - Staff and attend Town events during FY 2019/2020. Continue to hold Civilian Police Academy classes and promote Southwest Ranches participation.
 - The Police Department's Special Operations Unit personnel will attend monthly HOA meetings throughout the upcoming fiscal year.

Public Safety-Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object Description					
34100	Other Contractual Svcs-Police	2,386,777	2,606,670	2,792,391	2,678,180	2,919,093
525-34100	Other Cont. Svcs-Police - Emerg	-	365	-	-	-
TOTAL	OPERATING EXPENSES	2,386,777	2,607,035	2,792,391	2,678,180	2,919,093
TOTAL	Department Total	2,386,777	2,607,035	2,792,391	2,678,180	2,919,093

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
34100	(\$114,211)	Lower than anticipated Public Safety contractual services required

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
34100	\$240,913	Provision for up to 4.5% contractual escalator & higher PS services anticipated

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

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

Davie Fire Rescue Fiscal Year 2018/2019 Accomplishments:

Fire & Life Safety Division FY 2018 data (as of 2/28/2019)

- Completed 166 Annual Inspections of Commercial Occupancies
- Completed 27 Plan Reviews
- Completed 2 Site Plan Reviews
- Completed 280 Annual Inspections of Town of Southwest Ranches Fire Wells (dry hydrants)
- Completed 29 Building Permit Inspections
- Conducted 12 Complaint Investigations

Fire Operations and Emergency Medical Services

- In 2018, Davie Fire Rescue responded to 839 incidents in Southwest Ranches. Davie Fire Rescue was awarded a Class 1 Insurance Services Office (ISO) Public Protection Classification. ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a Public Protection Classification – a number from 1 to 10. Class 1 represents an exemplary fire protection service. There are over 50,000 fire departments and only 330 are a class 1.
- Davie Fire Rescue was awarded the Florida Department of Health (DOH) EMS Provider of the Year for 2018

- Chief Julie Downey was awarded the 2018 Fire Chief of the Year by the Florida Fire Chiefs Association.
- Dr. Peter Antevy was awarded the National Medical Director of the Year for 2018 by the National Association of EMT (NAEMT)

Southwest Ranches Volunteer Fire Training Completed for 2018

- Southwest Ranches Fire Volunteers attended 2984 hours of training.

Provided Target Solutions (on-line) monthly training

Officer Development

Fire investigation
 Firefighter health and safety
 Government structure
 Incident response safety
 Incident scene communications
 Incident scene management
 Information management
 Labor relations

Driver Engineer

Driver safety orientation
 Emergency vehicle characteristics
 Emergency vehicle operations
 Impaired driving for emergency vehicle operator

All Personnel

Firefighter orientation and safety
 Firefighter protective personal equipment (PPE)
 Firefighting foams
 Forcible entry
 Ground ladders
 Loss control
 Extinguishers
 Protection of evidence of fire

Hazardous material

Combustible and flammable liquids
 Spill prevention and control
 Compressed gas safety
 Hazard communication radiation safety
 Confined space entry

EMS

Driving safety
 HIV/AIDs
 Infectious disease
 Mass Casualty Incident
 Medication errors
 Obstetrical emergencies

Pediatric burns
Pediatric cardiac arrest
Pediatric emergencies basic
Pediatric trauma advanced

In-Service/Facility Training Provided by DFR

Oct - Fire scenario with water supply
Nov & Dec- Cancelled by SWR
Jan - Hose testing at station #38
Feb - Hose testing at station #38
March - Extrication training with outside vendor
April - Extrication training with outside vendor
May - CPR, Pit Crew, patient assessment, Bag Valve Mask, IV's, rescue truck familiarization
June - Conducted performance objectives for new employees,
July - Drafting from a lake, relay pumping, master stream operations
Aug - Drafting from a well, water supply
Sept - Relay pumping, search and rescue, hose handling

Total Hours for fiscal year 2018

Fire - 2403
EMS - 581

Davie Fire Rescue Fiscal Year 2019/2020 Issues and Performance Goals and Objectives:

Davie Fire Rescue continues to work towards a comprehensive Health, Safety and Wellness Program. The program includes elements such as policies, standard operating procedures, and training to achieve common organizational health and safety goals. A Health Safety and Wellness Committee was established and serves as an advisory capacity to the Fire Chief. The purpose of the committee is to conduct research, develop recommendations, and review safety matters. The committee meets at least semiannually.

In addition, we have a strong position on firefighter's psychological, emotional and physical wellness and have established a peer to peer team and we have added two chaplains to provide support to firefighters. We are working to reduce chemical/carcinogen exposures to firefighters and provide procedures for decontamination, rehab and gear cleaning. For the decontamination of bunker gear we have purchased gear washer/extractors for the stations as well as gear positive pressure dryers. 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 and State Collaborative Health and Safety Committee as well as partnered with the University of Miami for firefighter cancer research. We have established a Peer Fitness Training (PFT) program to help our personnel maintain awareness and facilitate training with exercise routines and healthy habits to provide the healthiest providers in our system.

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

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; and 4) smoke and carbon monoxide detectors. Our facilities continue to be inspected monthly for compliance with NFPA 101, Life Safety Code, to identify and correct health and safety hazards. In addition, we have added a quarterly facility safety checklist for compliance with NFPA 1500. The conditions that create hazards for members are addressed and rectified.

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 continue training and developing our Peer to Peer support group that will assist with immediate needs of a firefighter and make recommendations for further assistance with EAP/Wellness, CISM and Chaplaincy groups. We hosted sessions for our Peer group members training on the Firefighter Intervention and Response Support Team (F.I.R.S.T.) program, along with an Essential of Fire Chaplaincy Program. 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 have added additional resources which include a list of vetted clinicians, new first responder friendly substance abuse and emotional support facilities for our personnel. We continue to look at ways to be proactive in reducing the effects of stress on personnel and are working on policies to incorporate therapy dogs into our system. 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.

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

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

- 1) Operations, including oversight of approximately 45 Volunteer Firefighters working cohesively with Davie Fire Rescue.
- 2) Responding to emergency and non-emergency incidents.
- 3) Training all Firefighters, Driver-Engineers, Officers, and probationary members
- 4) Making sure all shifts and special events are sufficiently staffed by appropriate Firefighters
- 5) Overseeing and monitoring finances including submitting check requests to the Finance Department for payment to vendor providers as budgeted.
- 6) Handling procurement to purchase and maintain all fire apparatus and equipment
- 7) Arranging for Firefighters to be prepared for Large Animal Technical Rescue.
- 8) Acting as a liaison with neighboring fire & police departments.
- 9) Providing fire prevention and public information services.
- 10) Providing detailed monthly reports to the Town regarding emergency responses.

Southwest Ranches Volunteer Fire Rescue FY 2018/2019 Accomplishments

Continued the 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 Department's computer-based fire and EMS training through Target Solutions. 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.

Department members have recorded a total of 3650 training hours through March 2019. This training has been digitally recorded directly with the Florida State Fire Marshal's Office and the Florida Department of Health as applicable.

Appointed a new Chief of Training and revamped our Training Division to provide more emphasis on physical drills at both local training areas and the Broward Fire Academy. The Training Division personnel provide their services on a volunteer basis.

All personnel completed live-fire flashover simulation training at the Broward Fire Academy during February 2019.

Trained an additional six personnel as driver/engineers. Each driver/engineer receives approximately 100 hours of training before becoming departmentally certified for the position. An additional 5 personnel are expected to become certified before the end of this fiscal year. This training is completed on a voluntary basis.

Completed another successful fundraising year for the Department. Personnel have contributed approximately 210 volunteer hours for fundraising through March 2019.

Conducted five fire prevention and/or community service details within the community. Personnel have contributed approximately 180 volunteer hours toward community service details through March 2019.

Increased the staffing level of Engine 82 to provide three (3) 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.

Continued to work 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.

Completed the purchasing program for digital radios that will be compatible with the new countywide system that is expected to be in place by the end of 2019.

Successfully applied for and received an Assistance to Firefighters Grant (AFG) award from the Department of Homeland Security to purchase a set of extrication tools and a thermal imaging camera for Engine 82.

Completed the replacement and opening of a new modular fire rescue station for the Town.

Participated in conducting annual fire well testing in conjunction with Davie Fire Rescue throughout the entire Town. Personnel have voluntarily contributed a total of 82 hours on this annual project.

Completed an Insurance Services Organization (ISO) audit for the Town. The ISO rating is used by insurance companies as an underwriting tool to help determine the insurance rates for properties.

Southwest Ranches Volunteer Fire Rescue Issues:

- The Department previously identified performance issues with Engine 82, which is the primary response vehicle used by the Volunteer Department, have continued. Negotiations with the manufacturer and dealer of the vehicle were not successful and the Town attorney is reviewing action.
- The Department's Self Contained Breathing Apparatus (SCBA) units have exceeded the recommended lifespan. Replacement of these units has been identified as a priority.

Southwest Ranches Volunteer Fire Rescue Fiscal Year 2019/2020 Performance Objectives:

- Continue to formalize our apparatus maintenance procedures to maximize preventive maintenance and minimize costs.
- Continue to provide formal training for all 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.
- Successfully install the digital station alerting system inside the new station that will be compatible with Broward County's new digital dispatching system.
- Provide a strategic plan for vehicle apparatus replacement to ensure that adequate vehicles are available to respond to emergencies within the Town.
- Provide a plan recommendation and implement a plan approved by the Town Council related to the ISO audit that will maximize the benefit to the Town's residents.
- 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 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object Description					
31010	Professional Services	-	1,100	2,000	-	41,100
34100	Other Contractual Services-Fire	2,793,621	3,185,000	3,326,859	3,326,063	3,474,318
49100	Other Current Charges	-	27,254	-	-	-
TOTAL	OPERATING EXPENSES	2,793,621	3,213,354	3,328,859	3,326,063	3,515,418
63120	Infrastructure - Fire Wells	21,095	12,014	30,000	10,000	30,000
64100	Machinery and Equipment	-	-	80,000	80,000	-
TOTAL	CAPITAL OUTLAY	21,095	12,014	110,000	90,000	30,000
TOTAL	Department Total	2,814,716	3,225,368	3,438,859	3,416,063	3,545,418

Major Variance from Current Budget FY 2019 to Projected FY 2019

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

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
31010	\$41,100	Higher due to anticipated fire protection rate study in FY 2020
34100	\$148,255	Increased 4.5% pursuant to fire safety contractual commitment
63120	\$20,000	Higher due to anticipated fire well expenditures in FY 2020
64100	(\$80,000)	Decrease due to Fire Alerting System project completed

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Fire Wells Replacement and Installation						
Priority	Public Safety #1	Project Manager	Sandy Luongo, General Services Manager				
Department	Public Safety - Fire	Division	Fire Administration				
Project Location	Townwide						
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies							
Construction	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$194,514
Other							
TOTAL COST	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000	\$194,514
Revenue Source	FA	FA	FA	FA	FA	FA	GF=\$80,000 FA=\$114,514
Description (Justification and Explanation)							
<p>The Town Council has determined that it is in the best interest of the health, safety and welfare of its residents to provide services for the replacement and installation, including drilling, of fire protection water wells. Annual funding is permitted and 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 #256 fire wells pursuant to a 2019 Town of Davie Fire Marshall report. The location of such and functionality has an impact on the well-being of the residency and an impact on the insurance rating of the municipality. As a municipality, the health, safety and welfare of the citizenry is paramount.</p> <p>Historically, fire wells may be damaged, test dry or sand infiltrated in which case they must be replaced. "Whether or not your local government has adopted the Uniform Fire Code or recognizes the NFPA standards, they have an impact on your community's fire insurance rating. When your jurisdiction is inspected by the Insurance Services Office, the inspector will use current regulations and standards as a basis for your rating. Ignoring the standards when new development takes place will have a cumulative adverse impact on your community's fire insurance premiums and in some situations can contribute to some liability on the part of the local government agency." Inadequate funding may lead to impaired health safety and welfare of the community, in addition to increases in insurance for residents.</p>							
Annual Impact on Operating Budget							
Personnel							
Operating							
Replacement Costs							
Revenue/Other							
Total							

Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522--		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object Description					
31010	Professional Services	7,816	5,231	16,100	14,500	13,500
41100	Telecommunications	5,998	4,240	4,000	4,700	10,700
43100	Electricity	7,994	9,157	9,000	9,500	10,000
43110	Water & Sewer	2,904	1,914	4,000	3,000	3,500
46020	Building Maintenance	10,080	4,590	7,500	7,000	7,500
46030	Equipment Maintenance	2,409	3,654	7,000	9,000	9,000
46110	Miscellaneous Maintenance	2,329	1,246	2,000	1,500	2,000
46120	Vehicle Maintenance & Repair	16,161	23,669	12,500	9,000	10,500
52140	Uniforms	66	590	2,000	1,000	1,000
52160	Gasoline	7,682	7,695	10,000	9,000	10,000
52900	Miscellaneous Operating Supplies	5,719	16,581	8,000	9,500	10,000
55100	Training & Education	150	3,451	4,500	3,500	4,500
TOTAL	OPERATING EXPENSES	69,309	82,018	86,600	81,200	92,200
64100	Machinery and Equipment	16,045	95,561	46,045	46,045	16,808
525-64100	Machinery and Equipment - Emerg	-	4,509	-	-	-
TOTAL	CAPITAL OUTLAY	16,045	100,070	46,045	46,045	16,808
99100	Contingency - Fire Apparatus Rpl	-	-	25,000	25,000	-
581-91201	Transfer to Debt Service Fund	29,485	29,485	29,486	29,486	29,486
581-91102	Transfer to Volunteer Fire Fund	144,280	139,033	193,338	193,338	192,506
TOTAL	NON-OPERATING EXPENSES	173,765	168,518	247,824	247,824	221,992
TOTAL	Department Total	259,118	350,606	380,469	375,069	331,000

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
46120	(\$3,500)	Decrease due to lower vehicle maintenance than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
41100	\$6,000	Higher due to anticipated new maintenance on the Fire Alerting System
46120	\$1,500	Higher due greater anticipated costs of fire apparatus
64100	(\$29,237)	Lower primarily due to Prog Mod for Communication Equip completed
99100	(\$25,000)	Decrease due to Volunteer Fire Apparatus not funded

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Fire Protection Rate Assessment Study

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Safety	Fire Administration	General	3	\$39,000

Justification and Description

The current Fire Protection Rate Assessment (FPRA) study was performed during FY 2011 by Willdan Financial Services. Since then, the Town has changed Public Safety-Fire contractors numerous times, most recently resulting in a successful long-term partnership agreement with a municipal neighbor, the Town of Davie-Fire Rescue Services. Additionally, a fire operational study was performed during 2013/2014 when the Town Council decided that the Southwest Ranches Volunteer Fire Rescue, Inc. continue to provide Fire Protection support services within the Town's boundaries. These factors as well as increased, but controlled, rural growth and the implications of new Florida Statute 170.01(4) Fire Assessment rate exemption to most Agricultural classified properties, necessitates a review and re-assessment of present rate methodology.

Fire protection assessment rates are designed to ensure that the Town has the ability to fund fire services for the benefit of all properties in the Town, including costs related to salaries, benefits, daily operations, including volunteer stipends, capital facilities, equipment and apparatus to maintain established national and state fire service mandates. A fire assessment report is prepared in connection with the levy of non-ad valorem assessments, which reflect the proportional special benefit that properties receive from fire suppression and protection services, facilities, and fire related programs. In accordance with both statutory and case law, costs related to Emergency Medical Services are considered non-fundable because these services do not provide special benefits to properties within the Town. Additionally, costs related to automatic response (automatic aid) are considered a general benefit to the public at large; however, since the Town contracts for the same services as historically provided by contract, all incidents occurring within the Town are considered. Therefore, only expenditures that must be excluded from this updated Fire Assessment are costs associated with Emergency Medical Services.

The fiscal impact amount of \$50,000 has been estimated by the Town's Financial Administrator however, only \$39,000 has been funded as a component of the Fire Assessment fee.

Alternative/Adverse Impacts if not funded:

The FPRA is intended to provide the Town with an equitable cost sharing and recovery method from its users of appropriate service. This is done through the accumulation and evaluation of historical fire protection and rescue response data. Ultimately, the data from the study will enable the Town to impose and enact a revised cost allocation pursuant to and in accordance with Florida Statutes.

Required Resources

Line item	Title or Description of request	Cost
001-3100-522-31010	Professional Services	\$39,000

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Volunteer Fire SCBA Mask Fit Certification Equipment

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	2	\$14,000

Justification and Description

SCBA masks are required to be fit tested for all active fire personnel each year to ensure that they may safely operate in an environment that is inherently dangerous and immediately life threatening. Currently as per NFPA standards and OSHA regulations, VFD personnel must travel to Davie Fire-Rescue during business hours after setting an appointment to use their equipment. There have also been periods when Davie's certification equipment has not been functioning properly. Purchase of this equipment will allow Volunteer Fire department personnel to be tested at any time therefore increasing the Department's operational efficiency. The FY 2020 proposed purchase of a TSI Portacount 8030 machine is adaptable to work with both the current department's SCBA masks as well as any future acquired SCBA equipment. Funding was originally provided as part of a FY 2018 program modification that was partially funded as a match but not fulfilled because a grant was not awarded. Therefore, funding is available and proposed via an appropriation of restricted general fund fire control fund balance which has no FY 2020 fire assessment impact. Proper fit testing of SCBA masks are a life safety issue.

Alternative/Adverse Impacts if not funded:

	<u>Total</u>	<u>Status</u>
FY 2019-2020	\$14,000	FUNDED

Required Resources

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$14,000

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Volunteer Fire Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General Fund	1	\$2,808

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 Fire Department. The requested amount below is for replacement equipment only as needed per the following schedule. However, the 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.

Replacement of outdated bunker gear is a life safety issue.

Alternative/Adverse Impacts if not funded:

Bunker gear, specifically pants and jackets, currently owned by the 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	Actual
FY 2018 – 2019	2	2	1,876	2,432	-\$1,500 TBD	2,808	Actual
FY 2019 – 2020	2	2	1,876	2,432	-\$1,500 TBD	2,808	FUNDED
FY 2020 – 2021	2	2	1,876	2,432	-\$1,500 TBD	2,808	
FY 2021 – 2022	2	2	1,876	2,432	-\$1,500 TBD	2,808	
FY 2022 - 2023	2	2	1,876	2,432	-\$1,500 TBD	2,808	
Total	50	50	\$44,071	\$57,059		\$83,720	

*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	\$2,808

Town of Southwest Ranches
Adopted FY 2019/2020
Fire Assessment Worksheet

Sources:

Fire Administration Department
 Volunteer Fire Service Department
 Volunteer Fire Fund

Expenditures	Total FY 2019-2020 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	\$ 3,474,318	\$ 2,004,681	\$ 1,469,637
Operating Expenses	286,807	N/A	286,807
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	46,808	14,000	32,808
Sub-Total	\$ 3,837,418	\$ 2,018,681	\$ 1,818,737

Other Expenses

Publication & Notification Costs	1,407
Statutory Discount	91,917
Collections Cost	26,372
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs	196,793
Fire Protection/Control Contingency	78,000
General Fund Fire Control contribution	(39,000)
Total Fire Assessment Expenses	\$ 2,174,225

Based On Consultant Study

Property Category	Assess Unit Type	% Effort Allocation	Amount	Total Adopted Rates FY 19/20	Total Assessed Rates FY 18/19	Difference: (Decrease)
Residential - 2612 Units	Per Dwelling Unit	62.8912%	1,367,396	523.51	543.65	(20.14)
Commercial - 363,054 SF	Per Sq.Ft. Bldg Area	15.0283%	326,749	0.90	0.99	(0.09)
Indust/Warehouse - 130,604 SF	Per Sq.Ft. Bldg Area	9.5818%	208,330	1.60	1.84	(0.24)
Institutional - 551,029 SF	Per Sq.Ft. Bldg Area	6.2499%	135,887	0.25	0.29	(0.04)
Vacant/Agricultural - 1,427 Acres	Per Acre	6.2488%	135,863	95.21	96.00	(0.79)
Total		100%	\$ 2,174,225			

Town of Southwest Ranches, FL
Adopted Cost Allocation Plan for FY 2020 Special Assessments

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	87%	\$ 60,454	5%	\$ 3,474	8%	\$ 5,559
Attorney	\$ 520,000	89%	\$ 464,929	4%	\$ 21,181	7%	\$ 33,890
Executive	\$ 458,711	65%	\$ 296,925	20%	\$ 92,449	15%	\$ 69,337
Finance	\$ 389,309	70%	\$ 271,605	15%	\$ 58,852	15%	\$ 58,852
Clerk	\$ 198,403	88%	\$ 174,392	5%	\$ 10,004	7%	\$ 14,006
Public Works	\$ 261,562	98%	\$ 256,289	1%	\$ 2,637	1%	\$ 2,637
Code Enforce.	\$ 221,516	66%	\$ 146,441	28%	\$ 62,563	6%	\$ 12,513
PROS	\$ 115,809	100%	\$ 115,809	0%	\$ -	0%	\$ -
Totals	\$ 2,234,797		\$ 1,786,844		\$ 251,160		\$ 196,793

* 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, residents and the general public.

Fiscal Year 2018/2019 Accomplishments (*Strategic Plan Initiatives):

- Completed improvements (in honor of inaugural Town Attorney Gary Poliakoff) at Founder's Trailside Park. In the process, incorporated design goals of the Rural Public Arts and Design Advisory Board and the Town's Rural Identification Program. This project—at this park location, positioned at the eastern boundary of the Town—is one of the keystones of the Town's Rural Identification Program, furthering the Town's Strategic Plan goals to build a sense of community and promote the Town's sense of place. Appropriate implementation of improvements in this location is particularly important.
- Designed and oversaw wetland improvements at Calusa Corners supporting goals of the Town's Strategic Plan to improve land management, improve water resources management, build a sense of community and promote the Town's sense of place. Our work in this location garnered a Special Achievement Emerald Award from Broward County NatureScape Program. The Emerald Award Program recognizes, honors and promotes sustainable landscapes and efforts to protect the environment.
- With Public Works, oversaw improvements at Frontier Trails Park to support goals of the Town's Strategic Plan to improve land management, improve water resources management, build a sense of community and promote the Town's sense of place. Partnership with organizations needing mitigation sites could provide mutual benefit at this site. Staff continues to investigate possibilities for this goal.
- Completed a four-year effort to achieve Certification of the Town as a National Wildlife Federation Community Wildlife Habitat. Southwest Ranches is [only] the 114th community in the country and the 17th community in Florida to receive this

distinction. The project required coordination of volunteers, residents, and other agencies, creating multiple habitat areas at private properties, schoolyards, and public properties in community gardens and parks, providing enhanced community outreach, promoting the Town's Programs and services.

- Secured the Town's annual 12th Annual Tree City USA designation and 8th Tree City USA Growth awards providing environmental stewardship in the Town, supporting goals in the Town's Strategic Plan to improve land and water resources management.
- Reorganized structural pruning work program for trees on public spaces and rights of way, supporting goals of the Town's Strategic Plan to improve land and water resources management.
- Managed rentals of park facilities at Country Estates, Rolling Oaks and Sunshine Ranches Equestrian Parks, in compliance with goal and objectives and performance measures of the Town's Strategic Plan to Cultivate a Vibrant Community.
- Hosted or facilitated 34 community events serving residents and the general public to Cultivate a Vibrant Community, building a sense of community and increasing the number and participation in Town events.
- Provided instruction on Green Industries Best Management Practices to industry professionals in partnership with State of Florida, University of Florida, and Broward County Extension Education Division to promote the Town's programs and services.

Issues:

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

Fiscal Year 2019/2020 Performance Objectives:

- Continue implementation of funded segments of the capital program.
- Identify and obtain funding for existing unfunded capital improvements at:
 - a. Southwest Meadows Sanctuary
 - b. Rolling Oaks Park Wetlands
 - c. Frontier Trails Park
 - d. Calusa Corners Park
 - e. Country Estates Park

- Improve the Town's Public Space Tree Inventory and Urban Forest Management Plan.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

Personnel Complement:

	Adopted FY 2019			Adopted FY 2020		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Parks, Recreation and Open Space Manager	1			1		
Administrative Assistant		1			1	
Total	1	1		1	1	

Parks and Open Spaces Department Expenditures

Line Item Prefix: 001-3600-572-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object Description					
12100	Regular Salaries & Wages	68,614	74,998	78,000	77,250	79,954
13100	Part Time Salaries & Wages	10,585	10,572	11,925	11,440	11,840
14100	Overtime	-	-	-	-	592
525-14100	Overtime - Emergency	330	-	-	-	-
21100	Payroll Taxes	5,698	6,142	6,879	6,785	7,068
22100	Retirement Contribution	3,426	3,750	3,938	3,863	3,998
23100	Life & Health Insurance	7,121	8,091	9,169	9,090	9,466
24100	Workers Compensation	1,980	1,627	2,848	2,794	2,891
TOTAL	PERSONAL EXPENSES	97,754	105,181	112,759	111,221	115,809
40100	Mileage Reimbursement	-	-	-	-	-
41100	Communication Services	3,560	2,509	2,760	2,784	2,808
43100	Electricity	5,826	7,311	7,800	11,859	12,662
43110	Water & Sewer	7,425	9,011	9,450	11,456	11,456
525-43110	Water & Sewer - Emergency	1,524	680	-	-	-
46040	Ground Maintenance-Parks	198,758	200,571	192,649	191,552	193,489
525-46040	Ground Maintenance-Emergency	6,920	15,725	-	-	-
46050	Tree Maintenance/Preservation	35,182	31,025	31,500	31,500	34,650
46060	Lake Maintenance	15,780	15,780	15,780	16,830	17,880
46110	Misc Maintenance & Repair	34,467	13,813	20,000	20,000	20,000
525-46110	Misc Maint & Repair - Emerg	-	1,438	-	-	-
52900	Misc Operating Supplies	1,781	2,124	3,000	3,000	3,000
525-52900	Misc Op Supp - Emergency	39	-	-	-	-
54100	Subscriptions and Memberships	730	1,000	815	815	815
55100	Training and Education	1,117	1,930	1,800	1,800	1,800
55200	Conferences and Seminars	1,035	1,029	1,600	1,600	1,600
TOTAL	OPERATING EXPENSES	314,143	303,945	287,154	293,196	300,160
TOTAL	Department Total	411,897	409,126	399,913	404,417	415,969

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
43100	\$4,059	Higher electrical expenses than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
46050	\$3,150	Higher due to additional pruning of trees anticipated in FY 2020

Non-Departmental Allocation Center

Services, Functions, and Activities:

The Non-Departmental allocation center is an allocation center for general fund expenditures (primarily operating, capital or other) which are not otherwise classified or identifiable. It includes any inter/intra fund transfers as expenditures from the general fund. This includes transfers to the Capital Projects, Debt Service and Transportation funds. General contingency and additions/provisions to General Fund 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 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object description					
519-25100	Unemployment Compensation	-	-	5,000	-	5,000
TOTAL	PERSONNEL EXPENSES			5,000	-	5,000
519-34100	Other Contractual Services	17,136	12,618	17,000	17,000	17,000
519-41100	Telecommunications	13,251	13,069	16,000	16,860	17,000
525-41100	Telecommunications - Emergency	339	58	-	-	-
519-42100	Postage-Townwide	10,586	7,868	11,000	9,000	10,500
525-42100	Postage-Townwide - Emergency	-	-	-	-	-
519-43100	Electricity	16,865	21,450	19,000	21,500	21,500
519-43110	Water & Sewer	7,070	5,393	7,500	7,500	7,500
519-44020	Building Rental/Leasing	3,877	3,209	3,208	3,504	3,600
519-44030	Equipment Leasing	19,150	19,987	20,167	20,386	20,500
519-45100	Property and Liability Insurance	98,356	99,269	110,221	98,576	109,855
519-46010	Maintenance Service/Repair Contracts	13,362	27,825	16,192	16,200	16,200
519-46020	Building Maintenance	11,044	15,373	14,000	14,000	31,000
519-46030	Equipment Maintenance	24,690	23,137	25,579	26,000	32,206
519-46110	Miscellaneous Maintenance	3,986	2,904	8,000	2,965	8,000
525-46110	Miscellaneous Maintenance - Emerg	-	1,200	-	-	-
519-46120	Vehicle Maintenance	8,777	3,585	6,000	4,000	6,000
519-46500	Software Maintenance	20,977	29,539	38,006	38,006	36,900
519-49100	Other Current Charges	-	605	1,000	1,000	1,000
519-51100	Office Supplies	20,751	21,526	21,500	21,500	21,500
519-52160	Gasoline	3,295	2,656	5,000	4,000	5,000
525-52160	Gasoline - Emergency	6,544	-	-	-	-
TOTAL	OPERATING EXPENSES	300,057	311,273	339,373	321,997	365,261
519-64100	Machinery and Equipment	24,523	44,262	27,500	27,500	22,500
TOTAL	CAPITAL OUTLAY	24,523	44,262	27,500	27,500	22,500
519-99100	Contingency	-	-	40,068	-	140,388
519-99100	Contingency- TW Vehicle Replace	-	-	-	-	17,500
581-91101	Transfers to Transportation Fund	913,393	1,196,243	869,101	904,488	862,267
581-91201	Transfers to Debt Service Fund	908,862	941,185	1,026,486	1,026,486	999,305
581-91301	Transfers to Capital Projects Fund	145,350	129,586	235,000	235,000	72,000
TOTAL	NON-OPERATING EXPENSES	1,967,605	2,267,014	2,170,655	2,165,974	2,091,460
TOTAL	Department Total	2,292,184	2,622,549	2,542,528	2,515,471	2,484,221

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
519-45100	(\$11,645)	Primarily due to a prior year insurance premium refund received
519-46110	(\$5,035)	Lower due to less Beautification grant being awarded

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
519-45100	\$11,279	Insurance premium budgeted with no anticipated refund
519-46110	(\$5,035)	Higher due to provision for Beautification grant
519-46020	\$17,000	Higher due to Program Mod for outside painting of Town Hall
519-46030	\$6,206	Higher due to Program Mod for improved security at Town Hall

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Townwide Vehicle Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	1	\$17,500

Justification and Description

This request is to fund a four (4) year vehicle replacement program for two (2) of the Town's aging vehicles at Town Hall for \$17,500 per fiscal year, totaling \$70,000 during FY's 2020-2023. A new vehicle was purchased in March 2018 which replaced a third town vehicle that reached its end-of-life cycle. Currently, the mileage of the two (2) remaining vehicles has over 125k miles, has incurred high maintenance and repair costs and are reaching their end-of-life cycle.

Alternative/Adverse Impacts if not funded:

During FY 2014, as per the agreement with the Town of Davie Police Department (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. As mentioned above, one of these vehicles reached the end of its useful life and was replaced during FY 2018.

The remaining two (2) 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 required to be utilized for damage control and rapid impact assessments in the event of a serious storm, emergency or natural disaster. Due to inclement weather and hazardous conditions, utility trucks or suburban utility vehicles (SUV) will be required to provide appropriate services.

	<u>AMOUNT</u>	<u>STATUS</u>
FY 2019-2020	\$17,500	FUNDED
FY 2021-2022	\$17,500	
FY 2022-2023	\$17,500	
FY 2022-2023	\$17,500	

TOTAL	\$70,000	
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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
001-3900-519-99100	Machinery & Equipment	\$17,500

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Town Hall Exterior Re-Painting

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	3	\$17,000

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 eight (8) years ago and needs updating. The amount requested represents cost of paint and materials, as well as the labor performed professionally. This project was originally requested within the FY 2017 budget and, due to the fact that it is proposed as not funded for FY 2020, will therefore continue to be deferred until FY 2021.

Alternative/Adverse Impacts if not funded:

During 2016/2017, a new hardened metal 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	Cost
001-3900-519-46020	Town Hall Exterior Repainting	\$17,000

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Town Hall Improved Security

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	2	\$6,000

Justification and Description

The Town has a DSX security system in place at Town Hall with seven (7) internal and external magnetic door locks and mobile software command for internal and external doorways. In 2019, the software program was upgraded as it was out dated and not working properly. The security system is designed to keep unwanted visitors to have access to employees throughout the building. In order to complete the security in Town Hall there are two (2) additional areas that require secured access which will require the installation of fire rated double doors, cabling and magnetic fob readers and hardware.

The areas that will need this enhanced security access is the front desk reception door and the double doors leading to the CAP and PROS areas in the south end of the Town Hall.

Alternative/Adverse Impacts if not funded:

Th system will complete the security access to our building as it is used currently. If not funded, Town Hall will not be secured in the areas aa mentioned above.

The cost for these enhancements is as follows:

Fire rated double door installation and labor:	\$1,500
Additions DSX hardware and cabling:	\$3,500
Miscellaneous	<u>\$1,000</u>
Total	<u>\$6,000</u>

Line Item	Title or Description of request	Cost
001-3900-519-46030	Equipment Maintenance	\$6,000

FUNDED

Town of Southwest Ranches, Florida

FY 2020 Program Modification

Information Technology Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Town Clerk	General	1	\$10,500

Justification and Description

This request is for the replacement of several office computers to replace equipment that is nearing the end of their useful life. This is year three, of a three-year replacement strategy. In this final year, 5 new computers will be purchased along with their necessary accessories (docking stations, carrying cases, etc.). Those computers that are still serviceable and supported will be kept as backups, while obsolete models will be surplus. Purchase of these computers will also maintain compliance with the Town's agreement with the City of Tamarac.

Computer Replacement Schedule:

Make	Model	Orig. Acquisition Date
Dell	OptiPlex 7010 (three)	May 24, 2013
Dell	Latitude E6330	May 24, 2013
Dell	Latitude E5440	May 24, 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 staff the ability to have access to Town electronic resources when away from Town Hall.

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

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 Information Technology Services provider (City of Tamarac) and would be in violation of our agreement with them. Breakdowns would also affect the productivity of staff as increased hardware failures could lead to prolonged work stoppages.

Required Resources

Line item	Title or Description of request	Cost
001-3900-519-64100	Machinery & Equipment	\$10,500

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 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 2020

FY 2019 Estimated

Estimated Capital Projects Revenues	294,130
Estimated Expenditures & Encumbrances	<u>(294,130)</u>
Estimated FY 2019 Year End Difference	<u>0</u>

Projected Assigned/Committed/Restricted Fund Balance

Audited Assigned/Committed/Restricted Fd Bal 9/30/2018	132,867
Estimated FY 2019 Year End Difference	0
Appropriated Fund Balance FY 2019	<u>(59,130)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2019	<u>73,737</u>
Appropriated Fund Balance FY 2020	<u>(23,039)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2020	<u>50,698</u>

FY 2020 Budget Summary

Adopted Revenues

Grant Reimbursements	180,000
Transfer from General Fund	72,000
Appropriated Fund Balance	<u>23,039</u>
Total Revenues	<u>275,039</u>

Adopted Expenditures

Capital Outlay	<u>275,039</u>
Total Expenditures	<u>275,039</u>

Capital Projects Fund Revenues

Line Item Prefix: 301-0000-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object description					
331-33170	Federal Grant-Culture/Recreation	-	-	-	-	180,000
334-33470	State Grant-Culture/Recreation	150,000	-	-	-	-
361-36110	Interest Earnings	3,229	3,890	-	-	-
366-36610	Contributions-Private Sources & Donations	50,116	35,599	-	-	-
381-38101	Transfer from General Fund	145,350	129,586	235,000	235,000	72,000
399-39900	Appropriated Fund Balance	-	-	59,130	59,130	23,039
TOTAL	Miscellaneous Revenues	348,695	169,075	294,130	294,130	275,039
TOTAL		348,695	169,075	294,130	294,130	275,039

Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
572-61100	Land	10,000	-	-	-	-
522-62150	Buildings-Fire Control Modulares	-	292,486	160,000	160,000	-
572-62120	Buildings-Rolling Oaks Barn	10,260	-	-	-	-
539-62140	Buildings-Town Hall/Public Safety	1,510	7,490	5,000	5,000	215,039
572-63160	Infrastructure-Calusa Corners	109,564	-	-	-	-
572-63170	Infrastructure-Sunshine Ranches Equestrian Park	31,869	-	-	-	-
572-63180	Infrastructure-Gary A. Poliakoff Founders Park	61,219	30,996	-	-	-
572-63200	Infrastructure-Country Estates Park	152,365	-	11,500	11,500	-
572-63220	Infrastructure-Frontier Trails Park	-	7,369	117,630	117,630	60,000
572-63300	Infrastructure - Parks Entranceway Signage	-	15,000	-	-	-
TOTAL	CAPITAL OUTLAY	376,787	353,341	294,130	294,130	275,039
TOTAL	CAPITAL PROJECTS FUND	376,787	353,341	294,130	294,130	275,039

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Town Hall Complex Safety, Drainage, Mitigation Improvements						
Priority	Townwide			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	13400 Griffin Road Southwest Ranches, FL 33330						
Fiscal Year	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Surveys	\$ 12,600	\$ -	\$ -	\$ -	\$ -	\$ 12,600	\$ 1,511
Engineering/Architecture	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -
Land Acquisition/Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 153,439	\$ -	\$ -	\$ -	\$ -	\$ 153,439	\$ 5,000
Equipment/Furnishings	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 7,225
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 215,039	\$ -	\$ -	\$ -	\$ -	\$ 215,039	\$ 13,736
Revenue Source	GF TFR=\$12,000 CIP-FB=\$23,039 G=\$180,000					GF TFR=\$12,000 CIP-FB=\$23,039 G=\$180,000	CIP-FB
Description (Justification and Explanation)							
<p>This request is for resurfacing, reshaping, and drainage improvements for creating a safer and stronger Town Hall Parking lot to also weather the impact of a natural disaster. 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, scope, and bids received exceeded the budgeted amount. However, based on Town Council direction and recent Hurricane IRMA PAP-DAC execution by the Town Administrator providing in excess of \$180,000 in funding for eligible hazard mitigation expenditures , revised engineering/architecture has been deferred from FY 2019 to FY 2020. The parking lot/drainage construction and mitigation expenses was appropriately deferred to FY 2020 to allow for receipt of FEMA\restricted Grant funds as well as a competitive procurement process to be completed during FY 2019. \$35,000 will be utilized for existing Town Hall generator retrofitting improvements.</p>							
Annual Impact on Operating Budget							
Personnel	\$ -		No anticipated material impact to the operating budget.				
Operating	\$ -						
Replacement Costs							
Revenue/Other	\$ -						
Total							

FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Frontier Trails Conservation Area						
Priority	PROS #2			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 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ -	\$ 8,250	\$ 6,000	\$ 2,500	\$ 2,000	\$ 18,750	\$ -
Engineering, Architecture & Permitting	\$ 6,450	\$ 34,500	\$ 55,000	\$ 40,000	\$ 67,000	\$ 202,950	\$ 624,019
Land Acquisition/Site preparation	\$ -	\$ 9,375	\$ 12,000	\$ 53,600	\$ 6,400	\$ 81,375	\$ 2,396,363
Construction	\$ 53,550	\$ 48,500	\$ 144,200	\$ 500,800	\$ 709,000	\$ 1,456,050	\$ 117,630
Equipment/Furnishings	\$ -	\$ 24,375	\$ 6,300	\$ 92,750	\$ 57,100	\$ 180,525	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 60,000	\$ 125,000	\$ 223,500	\$ 689,650	\$ 841,500	\$ 1,939,650	\$ 3,138,012
Revenue Source	GF Tfr	NF	NF	NF	NF	GF Tfr=\$60,000 NF=\$1,826,100	G=\$2,372,363 GF-Tfr=\$75,000 CIP-FB=\$690,649
Description (Justification and Explanation)							
<p>Frontier Trails Conservation Area remains a high priority for development by the Recreation, Forestry, and Natural Resources Advisory Board, moving to number 2 due to minimal developments in progress which will finally open this location to minimal use by the public. 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. The Town will continue to pursue grant funding for this park to supplement the Town's budget.</p> <p>Acquisition of this site was achieved through two matching grant sources: Florida Communities Trust and Broward County Land Preservation Open Space grants. The Town's continuing obligation is to develop the recreational amenities identified in the Grant Management Plan. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. The Town's parks system is designed to provide water storage and runoff filtering; environmental and recreational areas; access to water and open space; and to link multi-use trails.</p> <p>Extension of timeline for development is necessary.</p> <p>The first phases (FY 2018 & 2019) is provided for minimal parking and a small picnic shelter. In year 3, clearing of invasive exotics and better ongoing maintenance is planned. For years 4 and 5, the 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 the latter years of 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>In Fiscal Year 2020, with \$60,000, project improvements are anticipated to include: Engineering, surveying, permitting \$6,450 Earthwork, clearing, grubbing, grading \$53,550 Ongoing maintenance following the clearing of invasive exotics is planned within the PROS Department's operating budget for Fiscal Year 2020.</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: 2040	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

DEBT SERVICE FUND

Services, Functions, and Activities:

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

Debt Service Fund Summary Fiscal Year 2020

FY 2019 Estimated

Estimated Debt Service Revenue	1,055,972
Estimated Expenditures & Encumbrances	<u>(1,107,286)</u>
Estimated FY 2019 Year End Difference	<u><u>(51,314)</u></u>

Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2018	168,819
Estimated FY 2019 Year End Difference	<u>(51,314)</u>
Appropriated Assigned Fund Balance for FY 2019	<u>-</u>
Projected Assigned Fund Balance 9/30/2019	<u>117,505</u>
Appropriated Assigned Fund Balance for FY 2020	<u>-</u>
Projected Assigned Fund Balance 9/30/2020	<u><u>117,505</u></u>

FY 2020 Budget Summary

Adopted Revenues

Transfer from General Fund	1,028,791
Appropriated Assigned Fund Balance	<u>-</u>
Total Revenues	<u>1,028,791</u>

Adopted Expenditures

Debt Service	908,412
Transfer to Solid Waste Fund	<u>120,379</u>
Total Expenditures	<u>1,028,791</u>

Debt Service Fund Revenues

Line Item: 201-0000:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
361-36110	Interest - Equity in Pooled Cash	-	421	-	-	-
381-38101	Transfer from General Fund	938,347	970,670	1,055,972	1,055,972	1,028,791
384-38400	Loan/Debt Proceeds	-	140,945	-	-	-
399-39900	Appropriated Assigned Fund Balance	-	-	-	-	-
TOTAL	Miscellaneous Revenues	938,347	1,112,036	1,055,972	1,055,972	1,028,791
TOTAL	DEBT SERVICE FUND	938,347	1,112,036	1,055,972	1,055,972	1,028,791

Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix	Object Description					
71100	Principal	545,808	558,010	575,798	575,799	588,621
525-71100	Principal - Emergency	-	65,574	-	75,370	-
72100	Interest	379,352	343,159	326,988	326,988	310,791
525-72100	Interest - Emergency	-	558	2,798	2,798	-
73100	Other Debt Service Costs	-	-	5,000	1,000	9,000
525-73100	Other Debt Service Costs - Emergency	-	1,180	-	-	-
TOTAL	DEBT SERVICE	925,160	968,482	910,584	981,955	908,412
581-91401	Transfers to Solid Waste Fund	-	-	145,388	125,331	120,379
TOTAL	NON-OPERATING EXPENSES			145,388	125,331	120,379
TOTAL	DEBT SERVICE FUND	925,160	968,482	1,055,972	1,107,286	1,028,791

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
525-71100	\$75,370	Higher due to payment on the Series 2018 LOC in FY 2019
73100	(\$4,000)	Lower due to Sr 2018 LOC fee waiver

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
71100	\$12,822	Higher due to normal amortization increase in principal
72100	(\$16,197)	Lower due to normal amortization decrease in interest
73100	\$8,000	To provide for SR 2018 LOC fee & other debt costs
581-91401	(\$4,952)	Lower due to anticipated FEMA reimbursement reducing interest expense

Debt Service Disclosure

Description/Type	Total P & I FY 2017 Actual	Total P & I FY 2018 Actual	Total P & I FY 2019 Projected	Total P & I FY 2020 Adopted	Total P & I FY 2021 & Thereafter
FMLC Bond Series 2001A-PROS	-	-	-	-	-
TD Bk Series 2013-Refund/Improvement Rev Bds	239,308	236,320	237,936	234,561	1,422,050
TD Bk Series 2011-New Town Hall Refinance	286,535	286,524	286,523	286,523	358,165
TD Bk Series 2016-Public Purpose Land Acq.	272,865	251,875	251,875	251,875	9,953,876
TD Bk Series 2018 - Emergency LOC-Govt Fds	-	66,132	78,168	-	-
TD Bk Series 2018-Emergency LOC-Enterprise/SW Fd	-	-	125,331	120,379	-
Centennial Bk Road Paving/Drainage Loan	96,967	96,967	96,967	96,967	154,515
TD Equip. Fince-Rosenbauer Pumper Note Pay	29,485	29,484	29,486	29,486	88,453
Other Debt Service Costs incl Emergency LOC	-	1,180	1,000	9,000	-
Total Debt Service	\$ 925,160	\$ 968,482	\$ 1,107,286	\$ 1,028,791	\$ 11,977,059



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.



2019 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted by: Cese Case

FY 2019-2020

Transportation Fund

Services, Functions, and Activities:

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

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

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

FY 2018/2019 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 a Drainage Improvement Project at SW 182nd Avenue and SW 50th Street.

- Completed construction 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.
- Completed drainage pipe repair at SW 202 Avenue and SW 49th Street.
- Completed construction of the following drainage projects, which were funded by a \$340,000 Florida Department of Environmental Protection grant and will be constructed in FY 2018/2019:
 - Construct catch basin adjacent to 5501 SW 136th Avenue (Holatee Trail) with associated piping and headwall structure connecting to the Central Broward Water Control District (CBWCD) S-33 Canal on the east side of Holatee Trail.
 - Upgrade culverts and restoration of eastside swale along Dykes Road from Huntridge Drive to Calusa Corners Park with new underdrain and headwall connections at SW 51st Manor, SW 53rd Court, SW 54th Place and SW 56th Street. New outfalls will connect to the South Broward Drainage District (SBDD) No. 10 Canal.
 - Install catch basins and associated piping at the intersection of SW 54th Place and SW 188th Avenue, connecting westward to the South Broward Drainage District (SBDD) No. 12 Canal.
 - Grade swales and install drainage pipe to connect an existing catch basin on SW 178th Avenue and SW 46th Street to the South Broward Drainage District (SBDD) Rolling Oaks Lateral Canal.
 - Install catch basins and associated piping at the SW 201st Avenue cul-de-sac, connecting to the South Broward Drainage District (SBDD) Canal.
- Completed surveying, design, and bidding of the Green Meadows Drainage Improvements, which were funded by a \$500,000 grant from Florida Department of Environmental Protection.
- Completed construction of the Town's entranceway sign along Griffin Road near Bonaventure Boulevard.
- 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 2020 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
 - Completed Right of Way acquisition of the Fiscal Year 2021 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 application package to be included in the Community Rating System (CRS) Program.
 - Prepared and submitted to the Florida Department of Environmental Protection (FDEP) the Town’s NPDES Annual Report.
 - Developed a Bacterial Pollution Control Plan as required by the Florida Department of Environmental Protection (FDEP) National Pollutant Discharge Elimination System (NPDES) Municipal Storm Sewer System (MS4) Permit.
 - Developed several public interfacing GIS maps.

Issues:

- Improvement of right-of-way maintenance levels of service and increased areas of maintenance at sustainable costs.
- Insufficient drainage system data to satisfy the NPDES permit requirement and for tertiary drainage master planning.
- Improvement on infrastructure maintenance level of service at a sustainable cost without outside funding sources.
- Availability of funding for ongoing street maintenance and repairs.
- Availability of funds for the Drainage & Infrastructure Advisory Board project list.
- Unable to award contracts due to lack of funding.
- Inadequate staffing to perform necessary routine inspections.
- Lack of storage space to house all active engineering permit files.
- Availability of funds to address aging and damaged guardrail.
- Availability of funds for mapping and documentation preparation for improved CRS rating.
- Capped TSDOR funding is extending program duration significantly.

FY 2019/2020 Performance Objectives:

- Complete Fiscal Year 2020 components of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program road construction.
- Complete Fiscal Year 2021 TSDOR program road design and bid document preparation.
- Complete Fiscal Year 2022 TSDOR program road improvement Right of Way acquisition.
- Further develop and expand GIS database.
- Complete construction of all funded capital improvement projects within or under budget.
- Continue to provide liaison assistance to the Drainage and Infrastructure Advisory Board.

- Develop a Five-Year Plan for Drainage and Mobility Advancement Program (fka Transportation Surtax) Projects.
- Develop WBID 3279 Monitoring / Action Plan based on NPDES requirements.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

Personnel Complement:

Position Title	Adopted FY 2019			Adopted FY 2020		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Total	.5			.5		

Municipal Transportation Fund Summary Fiscal Year 2020

FY 2019 Estimated

Estimated Transportation Revenue	1,605,109
Estimated Expenditures & Encumbrances	(1,440,637)
Estimated FY 2019 Year End Difference	<u>164,472</u>

Projected Restricted/Committed Fund Balance

Audited Restricted/Committed Fund Balance 9/30/2018	1,239,808 *
Estimated FY 2019 Year End Difference	164,472
Appropriated Restricted/Committed Fund Balance FY 2019	(314,333)
Projected Restricted/Committed Fund Balance 9/30/2019	1,089,947 *
Appropriated Restricted/Committed Fund Balance FY 2020	(693,115)
Projected Restricted/Committed Fund Balance 9/30/2020	<u>396,832 *</u>

FY 2020 Budget Summary

Adopted Revenues	
Intergovernmental Revenues	547,943
Interest Earnings	5,000
Transfer From General Fund	862,267
Appropriated Restricted/Committed Fund Balance	693,115
Total Revenues	<u><u>2,108,325</u></u>
 Adopted Expenditures	
Personnel Costs	80,448
Operating Items	409,286
Capital Outlay	1,618,591
Total Expenditures	<u><u>2,108,325</u></u>

NOTE:

* Includes the Transportation Surface and Drainage Ongoing Rehabilitation Program (TSDOR) Construction Contingency/Committed Fund Balance of \$291,955 for FY 2018 and projections of \$575,101 and \$199,267 for FY's 2019 and 2020, respectively.

MUNICIPAL TRANSPORTATION REVENUES

Line Item Prefix: 101-0000-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
312-31241	First Local Option Gas Tax (.06)	79,693	80,913	81,186	81,186	81,186
312-31242	2nd Local Option(51.27%of.03)+Transit(26%of.01)Gas Tax(.05 in total)	57,154	57,480	57,562	57,562	57,562
334-33449	State Grant - Transportation	142,897	265,350	562,325	202,835	369,490
335-33512	State Revenue Share-Gas Tax (.08)	38,927	38,988	39,705	39,705	39,705
337-33740	Local Grant - SFWMDCBWCDSBDD	-	150,000	-	-	-
TOTAL	Intergovernmental Revenues	318,671	592,731	740,778	381,288	547,943
361-36110	Interest Earnings	7,977	18,650	1,000	5,000	5,000
381-38101	Transfer From General Fund	913,393	1,196,243	869,101	904,488	862,267
399-39900	Appropriated Restricted/Committed Fd Balance	-	-	314,333	314,333	693,115
TOTAL	Miscellaneous Revenues	921,370	1,214,893	1,184,434	1,223,821	1,560,382
TOTAL		1,240,041	1,807,624	1,925,212	1,605,109	2,108,325

Municipal Transportation Fund Expenditures

Line Item Prefix: 101-5100-541:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
12100	Regular Salaries & Wages	59,961	62,350	66,721	66,405	69,043
525-14100	Overtime-Emergency-Hurricane Irma	88	-	-	-	-
21100	Payroll Taxes	4,594	4,770	5,104	5,080	5,282
22100	Retirement Contribution	2,998	3,118	3,368	3,320	3,452
23100	Life & Health Insurance	-	-	175	-	175
24100	Workers Compensation	1,331	1,373	2,196	2,401	2,497
TOTAL	PERSONNEL EXPENSES	68,972	71,610	77,564	77,207	80,448
31010	Professional Services/Studies/Surveys	23,124	8,298	38,500	38,500	38,500
40100	Mileage Reimbursement	80	-	150	75	150
46010	Maintenance Service/Repair Contracts	59,726	59,136	63,265	59,136	64,136
49100	Other Current Charges	-	6,256	3,325	4,670	5,000
53100	Road Materials-Gen. &/or Emergency	92,858	134,242	130,000	150,000	140,000
525-53100	Road Mat-Gen.&/or Emerg-Hurricane Irma	-	350	-	-	-
53110	Road Materials-Griffin Road Maintenance	161,337	146,401	146,500	145,000	144,000
53200	Traffic Signs	18,816	21,475	15,000	20,000	17,500
525-53200	Traffic Signs-Emergency-Hurricane Irma	14,580	-	-	-	-
TOTAL	OPERATING EXPENSES	370,520	376,158	396,740	417,381	409,286
61100	Land	-	-	-	-	-
63260	Infrastructure - Drainage	115,502	425,738	863,299	779,196	618,490
63280	Infrastructure - Roadway Paving/TSDOR	30,853	675,334	587,609	166,853	1,000,101
63300	Infrastructure - TW Entranceway Signage	19,799	11,013	-	-	-
63320	Infrastructure - Guardrails	44,940	245,257	-	-	-
63340	Infrastructure - Roadway Improvements	113,988	-	-	-	-
63360	Infrastructure - Striping/Markers	55,497	58,506	-	-	-
TOTAL	CAPITAL OUTLAY	380,579	1,415,849	1,450,908	946,049	1,618,591
TOTAL	TRANSPORTATION FUND	820,071	1,863,617	1,925,212	1,440,637	2,108,325

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
46010	(\$4,129)	Lower due to less anticipated repairs/maint than we were expecting
53100	\$20,000	Higher due to additional emergency repairs than anticipated
63260	(\$84,103)	Lower primarily due to Green Meadows project partially completed
63280	(\$420,756)	Lower due to timing of anticipated TSDOR expenses incurred

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
46010	\$5,000	Higher due to additional repairs/maintenance anticipated
53100	(\$10,000)	Lower due to less emergency repairs anticipated
63260	(\$160,706)	Lower funding required for adopted drainage projects
63280	\$833,248	Higher due to timing of TSDOR project deferred to FY 2020

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 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Planning / Permitting	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	\$ -
Engineering Design and Surveying	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000	\$ 497,764
Land Mitigation (Legal)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	\$ 9,358
Construction including Contingency & Inflation	\$ 845,101	\$ 295,000	\$ 295,000	\$ 295,000	\$ 295,000	\$ 2,025,101	\$ 1,173,677
Construction Reserve: Replenishment	\$0	\$ -	\$ -	\$ -	\$ -	\$0	\$ -
Total Project Cost	\$ 1,000,101	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,800,101	\$ 1,680,799
Revenue Source	GF Tfr=\$624,267 (mill=.4439) TFB=\$375,834	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr	GF Tfr
Description (Justification and Explanation)							
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 recommended minimum amount of \$200,000. 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 as well as budgetary constraints. 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 2022 road segment right-of-way issues are included in the FY 2020 budget projection (two-year window). All consulting costs for surveying, design, permitting, and contract bid document preparation for FY 2021 road segments were included in the FY 2020 budget projection (one-year window) while only the engineering design, surveying and land mitigation (legal) for FY 2020 were completed and paid in FY 2019. Construction administration and related inspection services for FY 2019 road segments were included in the FY 2019 budget while FY 2020 are included herein. However, based on higher than anticipated construction estimates received, the DIAB has recommended to defer all the FY 2019 road segments to FY 2020 in order to accumulate budgetary funding over the course of two years (FY 19 and 20). 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 which were deferred from FY 2019 are now scheduled for construction during FY 2020 and also necessitate the partial utilization of the construction reserve :							
FY 2020 (formally FY 2019) ROAD SEGMENTS						SEGMENT COST**	
SW 188th Avenue from Griffin Road to Dead End (1.47 Miles)						TBD	
SW 51st Manor from SW 188th Avenue to Dead Ends (0.12 Miles)						TBD	
SW 54th Place from SW 188th Avenue to Dead Ends (0.12 Miles)						TBD	
SW 57th Court from SW 188th Avenue to Dead Ends (0.12 Miles)						TBD	
Stirling Road from SW 188th Avenue to Dead Ends (0.11 Miles)						TBD	
SW 63rd from SW 185th Way west of SW 188th Avenue (0.25 Miles)						TBD	
SW 186th Way from SW 61st Court to Cul-de-sac (0.23 Miles)						TBD	
SW 61st Court from SW 185th Way to SW 186th Way (0.08 Miles)						TBD	
FY 2020 Total Construction including Contingency and Inflation						\$845,101	
FY 2021 Road Segments Engineering Design and Surveying						\$140,000	
Construction Reserve Replenishment						\$0	
Planning / Permitting						\$5,000	
FY 2020 Segments TOTAL:						\$990,101	
FY 2022 Land Mitigation (Legal) TOTAL:						\$10,000	
FY 2020 Grand TOTAL:						\$1,000,101	
** Segment costs assume full public right of way is available October 1, 2019.							
	FY 2015 (initial year)	FY2016&FY2017 &FY2018(orig. Bud'ts)	FY 2019 (original Budget)	Less: Total Expenditures thru 9/30/2019 (est.)	SUB-TOTAL @ 9/30/2019 (est.)	FY 2020 Reserve Replenishment/ (Utilization)-Net	TOTAL @ 9/30/2020 (est.)
Construct./Committ. Reserve(detail):	\$ 374,200	\$ 1,431,700	\$ 450,000	\$ (1,680,799)	\$ 575,101	(\$375,834)	\$ 199,267
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2020				
Operating	\$ -						
Replacement Cost	FY 2020	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

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 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,200
Engineering/Architecture	\$ -	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 100,000	\$ 170,946
Acquisition/Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 618,490	\$ 72,000	\$ 72,000	\$ 108,000	\$ 108,000	\$ 978,490	\$ 1,651,328
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (Hardware)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 618,490	\$ 92,000	\$ 92,000	\$ 138,000	\$ 138,000	\$ 1,078,490	\$ 1,831,473
Revenue Source	G=\$369,490 GF-Tfr=\$100,000 TFB=\$149,000	GF Tfr	GF Tfr	GF Tfr	GF Tfr	G=\$369,490 GF-Tfr=\$560,000 TFB=\$149,000	G=\$1,070,956 GF Tfr=\$635,015 TFB=\$125,502
Description (Justification and Explanation)							
<p>The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of street drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The Town was awarded a \$500,000 grant from the Florida Department of Environmental Protection with a \$100,000 match for the Green Meadows Drainage Project during FY 2019 (\$600,000 in total). This project commenced in FY 2019 with a \$250,000 budget (grant) with completing \$130,510 resulting in a carryover grant amount of \$119,490. The remainder amount of \$350,000 budgeted (\$250,000 grant + \$100,000 match) and projected to be completed during FY 2020. The Town is also budgeting \$149,000 (with a 10% contingency) for completion of SW 50th Street and SW 202 Avenue in FY 2020 via funding from the restricted transportation fund balance. The FY 2020 – 2024 priorities are as follows:</p>							
Projects							Estimated Cost
SW 50 Street and SW 202 Avenue Drainage: (TFB)							\$149,000
Green Meadows Drainage: (\$119,490 carryover Grant + \$250,000 Grant + \$100,000 GF-Tfr/match)							\$469,490
Sub-total FY 2020							\$618,490
FY 2021: Construct an outfall from SW 62nd Street cul-de-sac towards north to canal through 16541 SW 62nd St. (GF-Tfr)							\$92,000
FY 2022: Construct outfall from SW 59th Court towards north to canal thru 16900 Block of SW 59th Court (GF-Tfr)							\$92,000
FY 2023: SW 54th Street and 17400 block interconnect (GF-Tfr)							\$138,000
FY 2024: Future Project TBD (GF-Tfr)							\$138,000
Sub-total FY's 2021-2024							\$460,000
Grand Total FY's 2020-2024							\$1,078,490
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						

Public Safety - Volunteer Fire Services Fund

Services, Functions, and Activities:

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

Presently, this fund is comprised of a team of approximately 45 independent, professional volunteer firefighters who primarily provide additional Fire protection support to the entire Town and to lessen the burdens of government by protecting life and property against fire, disaster, natural catastrophe or other calamity in the Town of Southwest Ranches, Florida, and when, if requested, offer mutual aid and assistance to any surrounding municipality or other governmental entity.

Volunteer Fire Fund Summary Fiscal Year 2020

FY 2019 Estimated

Estimated Volunteer Fire Fund Revenue	206,438
Estimated Expenditures & Encumbrances	(193,221)
Estimated FY 2019 Excess of Revenue over Expenditures	<u>13,217</u>

FY 2020 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2018	37,036
Estimated FY 2019 Excess of Revenue over Expenditures	13,217
Appropriated Restricted Fund Balance in FY 2019	<u>-</u>
Projected Restricted Fund Balance 9/30/2019	50,253
Appropriated Restricted Fund Balance in FY 2020	<u>-</u>
Projected Restricted Fund Balance 9/30/2020	<u>50,253</u>

FY 2020 Budget Summary

Adopted Revenues

Contributions/Private Sources	10,000
Transfer from General Fund	192,506
Appropriated Restricted Fund Balance	<u>-</u>
Total Revenues	<u>202,506</u>

Adopted Expenditures

Personnel Costs	175,135
Operating Items	27,371
Capital Outlay	<u>-</u>
Total Expenditures	<u>202,506</u>

Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
364-36400	Disposition of Assets	-	1,550	-	-	-
366-36610	Contributions/Donations-Private Sources	12,752	9,994	10,000	12,000	10,000
361-36117	Interest Earnings	443	551	-	1,100	-
381-38101	Transfer from General Fund	144,280	139,033	193,338	193,338	192,506
399-39900	Appropriated Fund Balance	-	-	-	-	-
TOTAL	Non-Operating Revenue	157,474	151,128	203,338	206,438	202,506
TOTAL	VOLUNTEER FIRE FUND	157,474	151,128	203,338	206,438	202,506

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 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix Code	Object Description					
13100	Part-Time Salaries & Wages	112,621	112,376	148,625	145,856	148,625
21100	Payroll Taxes	8,616	8,705	11,370	11,370	11,370
24100	Workers Compensation	9,167	10,983	15,068	12,609	15,140
TOTAL	PERSONNEL EXPENSES	130,403	132,063	175,063	169,835	175,135
45100	Property and Liability Insurance	15,250	13,201	18,275	15,106	17,371
48110	Promotional Activities	3,065	1,062	10,000	5,000	10,000
49100	Other Current Charges	664	574	-	3,280	-
TOTAL	OPERATING EXPENSES	18,978	14,838	28,275	23,386	27,371
64100	Machinery and Equipment	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	-	-	-	-	-
581-91001	Transfer to General Fund	-	36,049	-	-	-
581-91201	Transfer to Debt Service Fund	-	-	-	-	-
TOTAL	NON-OPERATING EXPENSES	-	36,049	-	-	-
TOTAL	VOLUNTEER FIRE FUND	149,382	182,950	203,338	193,221	202,506

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 2019 to Projected FY 2019

Code	Amount	Explanation
13100	(\$2,769)	Lower due to Assistant Volunteer Fire Chief vacancy
48110	(\$5,000)	Lower than anticipated fund raising expenses

Major Variance or Highlights of the Departmental Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
13100	\$2,769	Assistant Volunteer Fire Chief vacancy position filled
48110	\$5,000	Higher than anticipated fund raising expenses



Enterprise Fund

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

The enterprise fund for the Town is:

- 1) Solid Waste Collection

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



2019 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted Ms Kaye and Elaine

FY 2019-2020



Solid Waste Fund

The Town of Southwest Ranches, Florida contracts its solid waste (garbage) collection, disposal and recycling services. The Town offers quality services at competitive rates. Changes in total rates are adopted for FY 2020.

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.



2019 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted Ms Joanne Mitchell

FY 2019-2020

Solid Waste Fund

The Solid Waste Fund is operated under exclusive contractual agreements for the Town under the primary oversight of the Executive and Code Enforcement Services departments. A goal of the Town and contractor 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, Waste Pro of Florida, Inc employs their own solid, recycling and bulk waste collection crews who provide services consistent with its published collections schedule. Additional contractor solid waste and recycling collection responsibilities include the environmentally responsible delivery and disposal of waste materials. The approved contract also imposes significant sanctions, fines and penalty provisions if service delivery falls below Town 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 \$251,160 to reimburse (i.e. cost recovery) a portion of its overall personnel costs.

Last year's rates conservatively included the maximum upside impact from a one-time "true-up" based on actual tonnage collected during that year. For FY 2019/2020, we proudly recommended a decrease in all residential categories averaging 5.4%, depending on parcel lot size square footage and still retain full cost recovery. This is due to successful Management and Legal negotiations obtaining a permanent reduced bulk disposal maximum generation factor from 4.67 to 3.73 tons per unit per year which was partially offset by annual collection element contract adjustments. Contract adjustments include: 1) an increase based on the Miami/Fort Lauderdale consumer price index (1%-net) and 2) an increase in the year-to-year fuel adjustment indices (15.33%). The annual dollar range of decrease is \$21.77 to \$68.63 depending on parcel lot size square footage. Total adopted proposed solid waste assessment expenses have decreased \$75,403 to \$1,813,747 from \$1,889,150.

Subsequently, changes in the above indices will exist to primarily obtain and then remain a fully funded user-based operation. Further, it is important to note that rates have not been affected from Townwide solid and bulk waste recovery efforts due to Hurricane Irma. Our Series 2018 \$10 million emergency LOC debt service "covenant to budget and appropriate" provision necessitates that interest expense incurred, until FEMA and the State of Florida reimburses the Town, be transferred from the general fund utilizing the debt service fund as a conduit as part of the Ad Valorem TRIM process.

Ultimately, Town staff continues to assist our contractor in the most ideal manner causing the least amount of impact to customers while attempting to increase the Town's recycling tonnage and while continuing to process their waste in the most efficient and environmentally sound manner.

Solid Waste Fund Summary Fiscal Year 2020

FY 2019 Estimated

Estimated Solid Waste Fund Service Revenue	5,857,866
Estimated Expenditures & Encumbrances	(1,785,952)
Estimated FY 2019 Excess of Revenue over Expenditures	<u>4,071,914</u>

Projected Unrestricted Net Position

Audited Unrestricted Net Position 9/30/2018	(3,499,510)
Estimated FY 2019 Excess of Revenue over Expenditures	4,071,914
Appropriated Unrestricted Net Position in FY 2019	-
Projected Unrestricted Net Position 9/30/2019	<u>572,404</u>
Appropriated Unrestricted Net Position in FY 2020	-
Projected Unrestricted Net Position 9/30/2020	<u>572,404</u>

FY 2020 Budget Summary

Adopted Revenues

Service Revenues	1,678,660
Transfer From Debt Service Fund	120,379
Interest Earnings	8,625
Appropriated Unrestricted Net Assets	-
Total Revenues	<u>1,807,664</u>

Adopted Expenditures

Operating Items	1,430,500
Debt Service	120,379
Non-Operating Costs	256,785
Total Expenditures	<u>1,807,664</u>

Solid Waste Fund Revenues

Line Item Prefix: 401-0000-:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
325-32524	Solid Waste Assessment	687,450	606,905	789,343	781,450	783,431
325-32525	Solid Waste Assessment - Delinquent	96	662	-	586	-
325-32526	Bulk Waste Assessment	359,418	698,103	1,004,619	994,573	895,229
325-32527	Bulk Waste Assessment - Delinquent	56	477	-	783	-
331-33151	Federal Grants - FEMA - Irma	-	-	-	3,743,839	-
334-33451	State Grants - FEMA - Irma	-	-	-	205,425	-
343-34340	Recycling Revenues	17,291	3,369	-	-	-
TOTAL	Service Revenues	1,064,311	1,309,516	1,793,962	5,726,655	1,678,660
369-36990	Other Miscellaneous Revenues	-	-	-	130	-
381-38120	Transfer from Debt Service Fund	-	-	145,388	125,331	120,379
389-38910	Interest Earnings	10,223	8,951	2,875	5,750	8,625
398-39800	Appropriated Unrestricted Net Assets	-	-	-	-	-
TOTAL	Miscellaneous Revenues	10,223	8,951	148,263	131,211	129,004
TOTAL	SOLID WASTE	1,074,534	1,318,467	1,942,225	5,857,866	1,807,664

Solid Waste Fund Expenditures

Line Item Prefix: 401-4100-534:		FY 2017 Actual	FY 2018 Actual	FY 2019 Current Budget	FY 2019 Projected	FY 2020 Adopted
Suffix Code	Object Description					
31010	Professional Services	1,966	2,271	4,000	2,000	4,000
34200	Recycling Expense	50,776	98,078	106,123	102,947	105,767
34202	Solid Waste Collection Expense	289,362	366,285	410,748	398,453	409,369
34203	Solid Waste Disposal Expense	165,481	131,922	149,149	145,428	146,891
34205	Bulk Waste Collection Expense	108,587	355,504	378,144	366,825	376,875
34206	Bulk Waste Disposal Expense	164,869	359,751	482,485	375,817	379,598
49100	Other Current Charges	1,395	-	5,000	1,000	5,000
525-49901	Hurricane Irma - Debris Monitoring	69,707	586,529	-	-	-
525-49902	Hurricane Irma - Debris Removal	585,633	2,998,375	-	8,373	-
525-49910	Hurricane Irma-Grant/Public Assistance	-	12,918	-	1,467	3,000
TOTAL	OPERATING EXPENSES	1,437,778	4,911,633	1,535,649	1,402,308	1,430,500
525-72100	Interest - Emergency LOC	-	50,855	145,388	125,331	120,379
525-73100	Other Debt Svc Costs-Emergency LOC	-	50,390	-	-	-
TOTAL	DEBT SERVICE	-	101,245	145,388	125,331	120,379
581-91001	Transfer to General Fund	205,427	225,765	258,313	258,313	251,160
99100	Contingency	-	-	2,875	-	5,625
TOTAL	NON-OPERATING EXPENSES	205,427	225,765	261,188	258,313	256,785
TOTAL	SOLID WASTE FUND	1,643,205	5,238,643	1,942,225	1,785,952	1,807,664

Major Variance from Current Budget FY 2019 to Projected FY 2019

Code	Amount	Explanation
34202	(\$12,295)	SW collection expense lower than anticipated
34205	(\$11,319)	BW collection expense lower than anticipated
34206	(\$106,668)	BW disposal generation factor negotiated lower than provision
525-49902	\$8,373	pertains to TDMS "true-up" for Hurricane Irma

Major Variance or Highlights of the Fund Budget - FY 2019 Projected to FY 2020 Adopted

Code	Amount	Explanation
34202	\$10,916	SW collection higher due to contract mandated adjustments
34205	\$10,050	BW collection higher due to contract mandated adjustments

**Town of Southwest Ranches
Adopted FY 2019/2020
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 19/20
% Allocation Direct Expenses Only	47%	53%	

Direct Expenses:

Solid Waste Collection	\$ 409,369	\$ -	\$ 409,369
Recycling Collection	\$ 105,767	\$ -	\$ 105,767
Bulk Waste Collection	\$ -	\$ 376,875	\$ 376,875
Solid Waste Disposal	\$ 146,891	\$ -	\$ 146,891
Bulk Waste Disposal	\$ -	\$ 379,598	\$ 379,598
Sub-Total Cost of Service	\$ 662,027	\$ 756,473	\$ 1,418,500

Other Expenses

Statutory Discount	\$ 88,909
Collections Cost and Other	\$ 55,178
Townwide Personnel/Contractual Costs	\$ 251,160
Total Solid Waste Assessment Expenses	\$ 1,813,747

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 19/20	Total Assessed Rates FY 18/19	Difference: (Decrease)
A	- 41,200	406	\$ 324.33	\$ 268.68	\$ 593.01	\$ 614.78	\$ (21.77)
B	41,201 46,999	428	\$ 324.33	\$ 314.55	\$ 638.88	\$ 666.13	\$ (27.25)
C	47,000 62,999	417	\$ 324.33	\$ 379.00	\$ 703.32	\$ 737.29	\$ (33.97)
D	63,000 95,999	452	\$ 324.33	\$ 406.52	\$ 730.84	\$ 772.98	\$ (42.14)
E	96,000 106,999	467	\$ 324.33	\$ 448.84	\$ 773.17	\$ 824.88	\$ (51.71)
F	107,000 >107,000	440	\$ 324.33	\$ 555.41	\$ 879.74	\$ 948.37	\$ (68.63)

Town of Southwest Ranches, FL

Adopted Cost Allocation Plan for FY 2020 Special Assessments

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	87%	\$ 60,454	5%	\$ 3,474	8%	\$ 5,559
Attorney	\$ 520,000	89%	\$ 464,929	4%	\$ 21,181	7%	\$ 33,890
Executive	\$ 458,711	65%	\$ 296,925	20%	\$ 92,449	15%	\$ 69,337
Finance	\$ 389,309	70%	\$ 271,605	15%	\$ 58,852	15%	\$ 58,852
Clerk	\$ 198,403	88%	\$ 174,392	5%	\$ 10,004	7%	\$ 14,006
Public Works	\$ 261,562	98%	\$ 256,289	1%	\$ 2,637	1%	\$ 2,637
Code Enforce.	\$ 221,516	66%	\$ 146,441	28%	\$ 62,563	6%	\$ 12,513
PROS	\$ 115,809	100%	\$ 115,809	0%	\$ -	0%	\$ -
Totals	\$ 2,234,797		\$ 1,786,844		\$ 251,160		\$ 196,793

* 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.



2019 Town of Southwest Ranches Rural Public Arts & Design Advisory Board Photo Contest

Submitted Ms Mason Erbs

FY 2019-2020

FUND DESCRIPTIONS

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

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

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

GOVERNMENTAL FUND TYPES

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

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

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

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

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

FUND 001 - GENERAL FUND

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

FUND DESCRIPTIONS

FUND 101 – TRANSPORTATION FUND

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

FUND 201 – DEBT SERVICE FUND

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

FUND 301 – CAPITAL PROJECTS FUND

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

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

PROPRIETARY FUND TYPES

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

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

FUND DESCRIPTIONS

Fund 401- SOLID WASTE COLLECTION FUND

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY

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

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

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

GLOSSARY

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

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

Employee (or Fringe) Benefits: Contributions made by a government to meet commitments or obligations for an employee's compensation package 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.

GLOSSARY

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).

GLOSSARY

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.

GLOSSARY

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.

GLOSSARY

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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