

Town of Southwest Ranches, FL



PROPOSED ANNUAL BUDGET
& FIVE YEAR CAPITAL
IMPROVEMENT PROGRAM

Fiscal Year 2021-2022

TOWN OF SOUTHWEST RANCHES, FLORIDA
PROPOSED BUDGET
Fiscal Year 2021-2022



TOWN COUNCIL



Mayor
Steve Breitkreuz



Vice Mayor
Bob Hartmann



Councilmember
Jim Allbritton



Councilmember
David S. Kuczenski



Councilmember
Gary Jablonski



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

Brian Dillon - Building Official

Jeff Katims, AICP, CNU-A - Planning Department

Susan Kutz - Administrative Specialist

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

Gina Lawrence - Accountant

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

Sandy Luongo - General Services Manager

Julio Medina - Community Development Director

Venessa Redman – Sr. Procurement & Budget Officer

Debra Ruesga - Deputy Town Clerk

Richard Strum - Controller

Lee Bennett - Volunteer Fire Chief

Robert Sahdala - Assistant Volunteer Fire Chief

Fiscal Year 2021—2022

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, 2021 and ending September 30, 2022, 2) the level to which those services will be provided and 3) what modifications to previous year practices and policies are recommended for collection of revenue and distribution of resources. The Town Administrator's and Town Financial Administrator's proposed budget message (located on pages 2-10) summarizes the challenges and opportunities for the coming year.

The Budget as an Operations Guide

As an operations guide, the Budget indicates how revenues are generated and services are delivered to the community. The departmental budget sections provide a multi-year history of expenditures, explain the variances in expenditures from the prior year (FY 20/21) current budget to projected prior year expenditures, explain the variances in expenditures from the projected prior year (FY 20/21) to proposed current year (FY 21/22) and identify proposed funded personnel positions.

The Budget as a Financial Plan

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

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Budget Overview

This section contains summary information about the Proposed Budget.

It includes:

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

FY 2021-2022



Town of Southwest Ranches
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Town Council
Steve Breitzkreuz, Mayor
Bob Hartmann, Vice Mayor
Jim Allbritton, Council Member
Gary Jablonski, Council Member
David S. Kuczenski, Council Member

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

July 29, 2021

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

The major concern for calendar year 2020 and continuing throughout 2021 is Covid-19. While progress has been made through vaccination to restore some semblance of order, we learn of new variants and persons (vaccinated or not) transmitting a form of this virus and others becoming ill (or worse). In the past few weeks of 2021, national and local newscasts have focused on a different public safety issue: the condominium collapse in the Town of Surfside, Florida. Unfortunately, this is not necessarily the “one-off” as presented by the media.

Many of us know one or more of the dead, missing, or evacuated or one of their loved ones and all of us extend our sympathy and assistance as we are able. There has been speculation. Among the speculation is: 1) global warming causing salt-water intrusion, 2) lack of maintenance by the condominium, and 3) local government failings (authorization of adjacent construction and/or not conducting sufficient inspections).

“Public Safety” in this budget document generally means emergency services (Police, Fire, and Emergency Medical Services). This year is therefore a particularly good year to remember that the safety of the public and our responsibilities are much broader. They also include: 1) construction/building safety, 2) opportunities for physical health (Parks, Recreation & Open Spaces), 3) safe drinking water, 4) appropriate solid/bulk waste removal, 5) property safety from flooding, 6) safety from litigation, 7) safety from government over-reach into the rural lifestyle and fiscal health of our community, and the list could go on. This document proposes our best considered plan for the safety of our residents, property owners, and local decision makers.

It is our pleasure, and responsibility, to initiate that process by providing Administration’s Fiscal Year 2021/2022 Proposed Budget.¹

¹ References to fiscal years (such as FY 2022) are shorthand for the year ending September 30, 2022. Fiscal Year 2022, for example, may also be represented as FY 2022, FY 21/22, or FY 22. Wherever standardization is possible, it has been utilized.

The document before you is our best effort to identify and direct sufficient resources to meet Council policy objectives while not overburdening taxpayers. Also, it does not include preliminary estimates received indicating potentially \$3.3 million in federal allocated American Recovery Plan Act (ARPA) for restricted infrastructure - capital projects awaiting to be prioritized and then approved. This proposed budget is conservative in approach with revenues estimated on the low end of a probable range and expenditures estimated on the high end of a probable range. Where exact calculations were possible, they were utilized.

While conservative in financial approach, the proposals are dynamic in terms of quality-of-life enhancement and systems improvements. Staff has evaluated how to make improvements in program operations and quality of life improvements for our visitors, residents, and business owners. Over \$827,000 (\$827,015) in program modification opportunities were identified in addition to the larger capital improvement projects (such as the TSDOR and Drainage Improvement Projects. With the awareness that each dollar spent impacts our residents, and because of the Covid-19 pandemic as well as its residual impacts all taxpayers, Administration has reduced the program modification requests by nearly 28%. The proposed funded \$595,698 represent responses to community concerns and will be addressed in greater detail later.

Proposed Millage and Assessment Rates Summary:

Funding over 72% of the program modifications for quality of life and operational improvements recommended by the community is combined with anticipated payments on debt service obligations. Additionally, the Town has seen changes in overall grant funding from the State which is somewhat mitigated as new Mobility Advancement Program (MAP-f/k/a Transportation Surtax) funding is available, in lieu of millage, for Drainage Improvements and the Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program. Also, according to the Broward County Property Appraiser, a new record 8.54% increase in property taxable values representing almost \$133 million dollars of which \$51 million (or over 38%) is from new construction is commendatory. Therefore, with Administration addressing anticipated contractual and expenditure increases, revenue changes and community expectations as a result of the Covid-19 pandemic and other mentioned items, a balanced budget is proposed with no change to the operating and TSDOR (non-surtax) millage.

Millage:

This proposed budget addresses the above issues by maintaining next year's millage for both operating and TSDOR (non-surtax) purposes. This proposed total rate of (4.2500 mills or \$4.25 per \$1,000 in taxable value) remains one of the lowest among Broward County's approximately thirty municipalities. It should be noted that the 4.2500 mill rate for operations and general quality of life improvements addresses all millage items and, for the first fiscal year since 2015, the TSDOR CIP: Non-Surtax will be proposed as funded utilizing a portion of its existing committed contingency fund balance.

In summary, this proposed budget is funded at a combined millage rate of 4.2500 mills for operating improvements and will require, per Florida Statute, a simple-majority vote by Council members (3 out of 5 voting in support). On every \$250,000 of taxable value, this rate represents a combined \$50 dollar increase from FY 2020-2021 roll-back” rate of 4.0504 mills. The proposed rate increase combined with increases in property valuation, result in a requirement to advertise a 4.93% tax increase. **However, it is noted that pursuant to section 193.155(1) Florida Statutes related to “Save Our Homes”, eligible property owners change in net taxable value will not exceed 1.4%.**

Fire Assessment Rates:

This rate addresses fire personnel, fire operations, planning, and capital improvements related to fire services such as: prevention, awareness, and suppression. The rates for fire assessment were the result of a newly proposed 2021 Fire Protection Assessment Methodology providing for combining of Commercial/Institutional/Warehouse & Industrial categories combined with a contractual increase from the Town of Davie as well as operational increases, as compared to FY 20/21, from the Volunteer Fire Department (VFD) in the amount of \$32,387 including an increased provision for Apparatus replacement (of \$16,500 or almost 51% of the VFD increase). Increases for each residential category unit as well as for warehouse/industrial per square building footage are proposed and funded at \$135.30 and 0.3794, respectively. **Decreases** for commercial and institutional per square building footage, and acreage per acre categories are proposed and funded at **(\$0.2055), (\$0.2895) and (\$0.61)**, respectively. This proposed budget also funds program modifications related to the Volunteer Fire operations to improve planning for the aforementioned fire vehicles and safety equipment. Ultimately, it is primarily the combined contractual escalators within the Town’s service contract with Davie along with a new blended fire methodology utilizing a five-year rolling utilization/response data, which create the need for the change in rates.

For FY 2022, nine veterans have qualified for and claimed this exemption (a change from eleven in the prior year). The total dollar impact to the Town’s General Fund from nine (9) Property Appraiser 100% service-connected qualified disabled veterans is \$6,880 (\$764.44 x 9 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 approximately \$99,102 (#1,178 x \$84.15).

Solid Waste Assessment Rates:

Waste Pro, Inc was awarded a contract after an extensive competitive procurement process. Their most responsible contract called for an initial residential 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 FY 17/18 and FY 18/19, they have been historically “smoothed” and conservatively estimated pending an initial year “true-up” as a matter of Town Council equity in policy. During FY 2019/2020, Town Council was able to adopt 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. For FY 2021 and for FY 2022, rates are proposed at no changes to any parcel lot size and will continue to maintain full cost recovery status. The annual collection element contract adjustments include: 1) an increase based on the Miami/Fort Lauderdale consumer price index (1.12%) and 2) a decrease in the year-to-year fuel adjustment indices (-16.63%) which, when converted to dollars, primarily offset each other enabling no changes to rates nor requiring the utilization of the Solid Waste Fund net position. Once again, with no changes to rates proposed, Administration is sensitive to the economic conditions resulting from the Covid-19 pandemic. Total proposed solid waste assessment expenses have slightly increased \$14,391 to \$1,834,475 from \$1,820,084 primarily due to an increase in total service units (to #2,656 from #2,629).

As previously mentioned, for FY 2022, nine veterans have qualified for and claimed the 100% service-connected qualified disabled exemption (two less from the prior year). The total approximate dollar impact to the Town's Solid Waste Fund from nine (9) Property Appraiser 100% service-connected qualified disabled veterans with a 50% reduction is \$3,239 (approx. \$720 avg. x 50% x 9 residents).

Summary:

Cost Name	FY 21/22 Proposed Budget Change
Ad valorem (Property Tax) Rate: 4.2500 GF Operating rate + 0.0000 TSDOR = 4.2500 total mills	No change to millage and is 0.1996 mills (net) above the roll-back rate. Represents a GF Operating of \$50 change plus a \$0 change in TSDOR : Non-Surtax = \$50 increase on every \$250,000 of taxable value. Note: An increase in net taxable value will not exceed 1.4% for "Save Our Homes" eligible property owners.
Fire Assessment Rate(s)	Increase of \$135.30 per residential category unit (annual)
Solid Waste Assessment Rate(s)	No change to all residential parcels (based on parcel lot square footage)

General Fund

The proposed funding method not only results in no change in net millage but also utilizes nominal appropriations from restricted fund balances (reserves) to continue the existing quality of services expected from the Town of Southwest Ranches. Accordingly, the addition of building technology Fund Balances (reserves), in the net amount of \$631 were

budgeted to fund the continuance of a Townwide GIS project and building digitalization efforts. Also, the utilization of unassigned General Fund fund balance is planned through two proposed program modifications: Rolling Oaks Wetland Improvements (\$37,040) and the 20th Anniversary REBOOT Celebration (\$15,000) and one proposed capital improvement project: Drainage-non-surtax for SW 185th Way and 63rd Street (\$250,000). The Capital Projects Fund and Transportation Fund are appropriated dollars as those funds are not generally expected to hold a significant balance. Use of Capital Project Fund assigned fund balance in the amount of \$60,000 and \$27,450 is recommended for both Southwest Meadows Sanctuary and Calusa Corners parks capital projects, respectively. While the Transportation Fund proposes the utilization of TSDOR: non-surtax CIP committed fund balance of \$83,790 as well as a carryover of restricted fund balance from FY 2021 of \$100,000 for a drainage CIP plus \$14,265 to fund road safety striping/markings to total \$198,055. Finally, \$1,004,741 in transfers to the debt service fund is also achieved for normal amortization and enabling Town migration toward full debt freedom while fully preserving its assigned fund balance. Even with these transfers and all the aforementioned items, the General Fund unassigned fund balance is projected at \$4,307,518 at September 30, 2022 which represents almost 30% of the FY 21-22 proposed total General Fund expenditures and transfers which continues to remain well above the 16.67% recommended by the Governmental Finance Officers Association.

Capital Improvements Planning

The Proposed FY 2022 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, seven projects are not being recommended in the Proposed FY 2022 Budget either because funding is not needed until future years or, more commonly, sufficient financial resources cannot be identified while achieving no change to the proposed millage rate.

Capital Improvements

This proposed budget balances Council priorities with available resources in the area of Capital Improvement Projects (CIPs). The following nine CIPs are funded. More

specifically, as it pertains to the comprehensive Transportation Surface Drainage and Ongoing Rehabilitation (TSDOR) projects, funding is available and proposed from sources not impacting millage. TSDOR results from a multi-year analysis suggesting total rehabilitation costs in excess of almost thirteen million nine hundred thousand dollars (\$13.9m) for major repair and improvements of Town owned and maintained streets. This substantial project reaches over 20+ years and addresses improvements and maintenance to over 90% of Town roadways to ensure they are among the safest and very best in Broward County. To reach that goal a non-operating millage was established in 2015 and continued through 2020 as part of the budget process. The anticipated total costs for the surtax and non-surtax projects for FY 2022 is \$2,044,000 and will continue to be presented and will aggressively be pursued and completed as MAP awards are obtained. Specific construction element needs are detailed within the description on these projects.

Available resources for funding seven additional projects have not been identified nor assured. The Proposed FY 2022 Budget utilizes a combination of Grant and Mobility Advancement Program (MAP) funding, General Fund Transfers, and an appropriation of fund balance (restricted, committed, and assigned) all within the General, Capital Projects and Transportation Funds

Proposed Funded FY 2021/2022 Capital Improvement Project Requests		
Department	Project Name	Total FY 2022 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
Public Safety - Fire Admin	Public Safety-Fire Rescue Apparatus Protective Awning	\$ 21,298
General Fund Total	Total	\$ 51,298
Townwide	TH Complex Safety, Drainage, Mitigation Improvements	\$ 180,000
Parks and Open Space	Southwest Meadows Sanctuary Park	\$ 60,000
Parks and Open Space	Calusa Corners Park	\$ 27,450
Capital Projects Fund Total	Total	\$ 267,450
Transportation	Surface & Drainage Ongoing Rehabilitation (TSDOR): Surtax	\$ 1,960,210
Transportation	Drainage Improvement Projects: Non-Surtax	\$ 1,305,824
Transportation	Surface and Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax	\$ 83,790
Transportation	Pavement Striping and Markers	\$ 14,265
Transportation Fund Total	Total	\$ 3,364,089
All Funds	Total	\$ 3,682,837

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

An additional seven capital improvements projects are not funded in the proposed budget for FY 2022 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 and/or awards suggests that a delay is appropriate. A detailed description of each proposed project can be found elsewhere in this document.

Proposed Not Funded FY 2021/2022 Capital Improvement Project Requests**		
Department	Project Name	Total FY 2022 Project Amount
Parks and Open Space	Country Estates Park	\$ 150,000
Parks and Open Space	PROS Entranceway Signage	\$ 60,000
Parks and Open Space	Frontier Trails Conservation Area	\$ 60,000
Capital Projects Fund Total	Total	\$ 270,000
Transportation	Guardrails Installation Project	\$ 390,000
Transportation Fund Total	Total	\$ 390,000
All Funds	Total	\$ 660,000

****Note:** The above Not Funded does not include an anticipated expenditure of approximately \$422k for Street Lighting in FY's 2023-2025 or \$5.4 and \$4.6 million in FY 2026 for a Public Safety Facility and Drainage Improvement projects: Surtax, respectively. 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 \$660,000 and a net millage increase of 0.4162 in FY 2022. It shall also be noted that although the Drainage Improvement projects: Surtax totaling \$4.6 million are presented as not funded, they are deemed eligible by staff and have been submitted for MAP awards.

Program Modifications

Twelve projects are currently proposed for funding in this budget of the eighteen requests submitted. Whether funded in the FY 2022 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 proposed millage rate while increasing the fire assessment rates while being sensitive to the current economic conditions as a result of the current as well as residual impact from the Covid-19 pandemic.

Proposed Program Modifications

<i>Funded Millage</i>	Cost	Millage Equivalent, if applicable
Stormwater Master Plan	<u>\$250,000</u>	N/A
Engineering Inspector	<u>\$73,556</u>	0.0459
Records & Administrative Coordinator	<u>\$55,400</u>	0.0346
Transportation Fund: TSDOR Plan Update	<u>\$50,000</u>	0.0312
Rolling Oaks Wetland Improvement	<u>\$37,040</u>	N/A
Townwide Vehicle Replacement Program	<u>\$17,500</u>	0.0109
PT Customer Service Administrative Asst	<u>\$16,794</u>	0.0105
20 th Anniversary REBOOT Celebration	<u>\$15,000</u>	N/A
Comprehensive Plan Update: Data, Inventory & Analysis	<u>\$10,000</u>	0.0062
Sub-total	<u>\$525,290</u>	
<i>Funded Fire Assessment</i>		
Volunteer Fire Apparatus Replacement	<u>\$55,500</u>	N/A
Volunteer Fire Hose Replacement	<u>\$11,100</u>	N/A
Volunteer Fire Bunker Gear Replacement	<u>\$3,808</u>	N/A
Sub-total	<u>\$70,408</u>	
Grand Total Funded	<u>\$595,698</u>	

<i>Not Funded Millage</i>	Cost	Millage Equivalent, if applicable
Public Works Administrative Assistant	<u>\$50,414</u>	0.0315
Townwide Parks Increased Maintenance Level	<u>\$25,699</u>	0.0160
Playground Equipment Maintenance Service	<u>\$18,000</u>	0.0112
Sign Code Overhaul	<u>\$12,000</u>	0.0075
Sub-total	<u>\$106,113</u>	
<i>Not Funded Fire Assessment</i>		
Volunteer FD - Self-Contained Breathing Apparatus	<u>\$117,704</u>	N/A
Volunteer FD - Protective Ballistic Gear	<u>\$7,500</u>	N/A
Sub-total	<u>\$125,204</u>	
Grand Total Not Funded	<u>\$231,317</u>	

Organizational Changes

The proposed budget is funded as follows and is the first recommended personnel change in over six years:

- The addition of a Records and Administrative Coordinator to be evenly apportioned between the Town Clerk and the Finance & Budget Departments to meet increased regulatory requirements as well as financial and budgeting reporting needs.
- The addition of an Engineering Inspector for the Public Works Department to facilitate increased volume from Town capital improvements and permitting activity.
- The addition of a Part-Time Customer Service Administrative Assistant to accommodate the inability to permanently obtain then retain Volunteers. With this addition, the current Administrative Specialist will be more able to assist the Executive department while also newly aiding the Public Works department.

Summary Comments

As mentioned, this is Administration's best first attempt at a spending plan for FY 2022 that balances Town Council priorities under a Covid-19 pandemic in recovery mode with residual impact as well as community concerns and improved administrative function. Many of the funded items will directly improve the appearance of the Town while others focus on improved customer service. Together we look to instill even greater confidence in Town of Southwest Ranches leadership and look forward to engaging in continuing open and public discussion as we further refine the FY 2021/2022 work plan. Specific opportunities for discussion include the budget workshop, scheduled for Tuesday, August 17, 2021, two formal public hearings, and plan adoption in September (Monday, September 13th and Thursday, September 23rd, respectively). In the meantime, if either of us may be of service in discussing what is proposed, please feel free to contact us directly. Finally, we would like to specifically thank all the members of the Finance & Budget Department for their invaluable assistance in the publication of this budget.

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 Adopted Budget Calendar for FY 2021-2022

Monday, February 8, 2021	Town Financial Administrator meets with Town Administrator for General Direction
Thursday, February 11, 2021	Memo to Town Council- Proposed Budget Calendar for FY 2021-2022 presented at regular Council meeting
Tuesday, February 16, 2021	Budget Kick-Off with Department Heads and Staff/Advisory Bd Liaisons
March 8th to June 4th, 2021	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Monday, March 8, 2021	Department Descriptions, Accomplishments, Goals and Objectives Due from Department Heads
Monday, March 15, 2021	Departmental and Advisory Boards Capital Improvement (> \$24,999) and Program Modification Requests Due
Tuesday, March 23, 2021	Departmental and Advisory Boards operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Friday, April 2, 2021	Department Revenue Estimates Due from Department Heads
Wednesday, April 7, 2021	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 8, 2021	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 9, 2021	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, May 14, 2021	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Monday, May 17, 2021 to ongoing	Draft Proposed FY 2021-2022 Departmental Sectional worksheets distributed
Tuesday, June 1, 2021	Estimated Tax roll information available from Property Appraiser
Tuesday, June 1, 2021	Comments/Corrections Due on Draft-Administrators/Attorney/Departments
Thursday, July 1, 2021	Certified Taxable Values Received from Property Appraiser
Monday, July 12, 2021	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 29, 2021	Preliminary Millage Rate and Initial FY 2021-2022 Fire Protection and Solid Waste (SW) special assessment Adoption at July Regular Council Meeting (all via resolutions)
Tuesday, August 3, 2021	First Budget Hearing for Broward County School Board
Wednesday, August 4, 2021	Deadline to send the Preliminary Millage Rate and Initial FY 2021-2022 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, August 17, 2021	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
On or prior to August 24, 2021	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
On or prior to August 24, 2021	Town advertises its non-ad valorem Special Assessments. Advertisement must run at least 20 days prior to final public hearing for assessment adoption
Thursday, August 26, 2021	August regular Council Meeting
Thursday, September 9, 2021	First Budget Hearing for Broward County Government
Monday, September 13, 2021	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2021-2022 (via resolution and ordinance, respectively). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 6:00PM. September Regular Council meeting @ 7:30PM
Tuesday, September 14, 2021	Second Budget Hearing for Broward County School Board
Wednesday, September 15, 2021	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
Wednesday, September 15, 2021	Deadline for Newspaper advertisement submission
Saturday, September 18, 2021	First Date: advertisement can run for second public hearing
Tuesday, September 21, 2021	Last Date: advertisement can run for second public hearing
Tuesday, September 21, 2021	Second Budget Hearing for Broward County Government
Thursday, September 23, 2021	Second Public Hearing for Final Millage and Budget Adoption (via resolution and ordinance, respectively) @ 6:00 PM. September Regular Council meeting @ 7:00PM
Sunday, September 26, 2021	Deadline to send the adopted Final Millage and Budget Adoption to the Broward County Property Appraiser Office and the Broward County Treasury Division

Fiscal Year 2022 Millage Maximums and Related Information (Based on Certified Assessment Information)					
Millage Name	Votes Required	Maximum Millage	Total Resulting Net Revenues	Net Revenue Change (from proposed and prior year adopted rates funding level)	FY 2022 levy increase per \$250,000 of taxable value*
Current Year Roll-Back Rate (Town of SWR Operating 4.0504 + TSDOR .0000 Rates)	3	4.0504	\$6,478,745	(\$319,266)	\$0
FY 2021-2022 Proposed & FY 2020-2021 Adopted Rates (Town of SWR Operating 4.2500 + TSDOR .0000 Rates)	3	4.2500	\$6,798,011	\$0	\$50
Adjusted Current Year Roll-Back Rate	3	4.5319	\$7,248,919	\$450,908	\$120
Maximum Majority Vote	3	4.7327	\$7,570,105	\$772,094	\$171
Maximum Super Majority Rate	4	5.2060	\$8,327,164	\$1,529,153	\$289
Unanimous (Maximum)	5	10.0000	\$15,995,321	\$9,197,309	\$1,487

Note: *However, FY 2022 eligible "Save our Homes" exemption property owners change in net taxable value will not exceed 1.4%.

Proposed **Funded** FY 2021/2022 Capital Improvement Project Requests

Department	Project Name	Total FY 2022 Project Amount*
Public Safety - Fire Admin	Fire Wells Replacement and Installation	\$ 30,000
Public Safety - Fire Admin	Public Safety-Fire Rescue Apparatus Protective Awning	\$ 21,298
General Fund Total	Total	\$ 51,298
Townwide	TH Complex Safety, Drainage, Mitigation Improvements	\$ 180,000
Parks and Open Space	Southwest Meadows Sanctuary Park	\$ 60,000
Parks and Open Space	Calusa Corners Park	\$ 27,450
Capital Projects Fund Total	Total	\$ 267,450
Transportation	Surface & Drainage Ongoing Rehabilitation (TSDOR): Surtax	\$ 1,960,210
Transportation	Drainage Improvement Projects: Non-Surtax	\$ 1,305,824
Transportation	Surface and Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax	\$ 83,790
Transportation	Pavement Striping and Markers	\$ 14,265
Transportation Fund Total	Total	\$ 3,364,089
All Funds	Total	\$ 3,682,837

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

Proposed **Not Funded** FY 2021/2022 Capital Improvement Project Requests**

Department	Project Name	Total FY 2022 Project Amount
Parks and Open Space	Country Estates Park	\$ 150,000
Parks and Open Space	PROS Entranceway Signage	\$ 60,000
Parks and Open Space	Frontier Trails Conservation Area	\$ 60,000
Capital Projects Fund Total	Total	\$ 270,000
Transportation	Guardrails Installation Project	\$ 390,000
Transportation Fund Total	Total	\$ 390,000
All Funds	Total	\$ 660,000

**Note: The above Not Funded does not include an anticipated expenditure of approximately \$422k for Street Lighting in FY's 2023-2025 or \$5.4 and \$4.6 million in FY 2026 for a Public Safety Facility and Drainage Improvement projects: Surtax, respectively. 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 2022 - FY 2026

Department Name	Project Name	FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		Total
Public Safety/ General Fund & Capital Projects Fund	Fire Wells Replacement and Installation	30,000	FA	30,000	FA	30,000	FA	30,000	FA	30,000	FA	150,000
	Public Safety-Fire Rescue Apparatus Protective Awning	21,298	FA	-		-		-		-		21,298
	Emergency Operations Center	-		-		-		-		5,400,000	NF	5,400,000
Townwide / Capital Projects Fund	TH Complex Safety, Drainage, Mitigation Improvements	180,000	G	-		-		-		-		180,000
Parks, Recreation & Open Space/ Capital Projects Fund	Southwest Meadows Sanctuary Park	60,000	CIP-FB	508,406	NF	518,406	NF	518,406	NF	518,406	NF	2,123,624
	Calusa Corners Park	27,450	CIP-FB	296,000	NF	503,225	NF	195,500	NF	211,000	NF	1,233,175
	Country Estates Park	150,000	NF	175,000	NF	240,000	NF	229,575	NF	270,425	NF	1,065,000
	Frontier Trails Conservation Area	60,000	NF	125,000	NF	223,500	NF	689,650	NF	841,500	NF	1,939,650
	PROS Entranceway Signage	60,000	NF	40,000	NF	-		-		-		100,000
Public Works: Engineering/ Transportation Fund	Surface & Drainage Ongoing Rehabilitation (TSDOR): Surtax	1,960,210	STx	-		-		-		-		1,960,210
	Surface and Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax	83,790	TFB (mill=none)	155,000	GF-Tfr (mill=TBD)	155,000	GF-Tfr (mill=TBD)	155,000	GF-Tfr (mill=TBD)	155,000	GF-Tfr (mill=TBD)	703,790
	Drainage Improvement Projects: Surtax	-		-		-		-		4,566,042	NF	4,566,042
	Drainage Improvement Projects: Non-Surtax	1,305,824	G, TFB, GF Tfr, GF FB	138,000	GF Tfr	138,000	GF Tfr	138,000	GF Tfr	138,000	GF Tfr	1,857,824
	Pavement Striping and Markers	14,265	TFB	20,000	GAS, GF Tfr	20,000	GAS, GF Tfr	20,000	GAS, GF Tfr	20,000	GAS, GF Tfr	94,265
	Guardrails Installation Project	390,000	NF	390,000	NF	205,000	NF	205,000	NF	-		1,190,000
	Street Lighting	-		25,000	TBF	201,000	NF	196,000	NF			422,000
	PROJECT TOTALS	\$4,342,837		\$1,902,406		\$2,234,131		\$2,377,131		\$12,150,373		\$23,006,878

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
STx	Mobility Advancement Program/Transportation Surtax
TFB	Transportation Fund Fund Balance

Five Year Capital Improvement Plan - All Funds Funding Source Summary FY 2022 - FY 2026

	Source Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
CIP-FB	Capital Projects Fund Fund Balance	87,450	-	-	-	-	87,450
DEBT	DEBT-General Obligation or otherwise	-	-	-	-	-	0
FA	Fire Assessment	51,298	30,000	30,000	30,000	30,000	171,298
G	Grant Funding	635,824	-	-	-	-	635,824
GAS	Local Option Gas Taxes	-	5,000	5,000	5,000	5,000	20,000
GF-FB	General Fund Fund Balance	250,000	-	-	-	-	250,000
GF Tfr	General Fund Transfer from Operating Revenues	500,000	308,000	308,000	308,000	308,000	1,732,000
NF	Not Funded	660,000	1,534,406	1,891,131	2,034,131	11,807,373	17,927,041
STx	Mobility Advancement Program/Transportation Surtax	1,960,210	-	-	-	-	1,960,210
TFB	Transportation Fund Fund Balance	198,055	25,000	-	-	-	223,055
Totals		4,342,837	1,902,406	2,234,131	2,377,131	12,150,373	23,006,878

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 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 224,184
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 224,184
Revenue Source	FA	FA	FA	FA	FA	FA	GF=\$80,000 FA=\$144,184
Description (Justification and Explanation)							
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). 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. 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. Proposed funding is via an annual component of the imposed Fire Assessment.							
Annual Impact on Operating Budget							
Personnel							
Operating							
Replacement Costs							
Revenue/Other							
Total							

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Public Safety-Fire Rescue Apparatus Protective Awning						
Priority	2			Project Manager	Sandy Luongo, GSM		
Department	Public Safety - Fire Admin			Division	Public Safety Fire Admin		
Project Location	17220 Griffin Road						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Furnishings	\$ 21,298	\$ -	\$ -	\$ -	\$ -	\$ 21,298	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 21,298	\$ -	\$ -	\$ -	\$ -	\$ 21,298	\$ -
Revenue Source	FA					FA	
Description (Justification and Explanation)							
The Town of Southwest Ranches has one (1) centrally located fire modular station at 17220 Griffin Road. Due to the installation of a new emergency generator on-site, a portion of the structure and awning protecting a fire apparatus needed to be removed. Accordingly, the VFD fire trucks needs new protective awning for approximately 14 feet by 30 feet to house two apparatus-one for the existing and another to house an expected forthcoming apparatus, including the aluminum, frame and roll up curtains of approximately 9 feet by 14 feet as the current awnings are at its end of life. During inclement weather, the fire trucks need to be protected from the elements when stationed at the Fire Department. The Town desires to secure the most responsive vendor to provide and install protective awning at the modular fire station for safety purposes. Funding is proposed via an appropriation of the annual Fire Assessment. The Town will purchase and install protective awning during 2022 which includes fixed galvanized frames and vinal polyester fabric with UV top coat. A 15% contingency has been added to a recent quote received as well as to accomodate permitting. 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							
Annual Impact on Operating Budget							
Personnel			Funding for replacement over the useful lifespan of the equipment/furnishing \$21,298/15 years				
Operating							
Replacement Cost		\$1,420					
Revenue/Other							
Total	\$1,420						

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 : Engineering			Division	Engineering		
Project Location	13400 Griffin Road Southwest Ranches, FL 33330						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Surveys	\$ 12,600	\$ -	\$ -	\$ -	\$ -	\$ 12,600	\$ 1,511
Engineering/ Architecture	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -
Land Acquisition/ Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 153,400	\$ -	\$ -	\$ -	\$ -	\$ 153,400	\$ -
Equipment/ Furnishings		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,370
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 29,881
Revenue Source	G=\$180,000					G=\$180,000	GF TFR=\$12,000 CIP-FB \$17,881
Description (Justification and Explanation)							
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 provided \$180,000 in funding for eligible hazard mitigation expenditures. The project funding approval from FEMA (est. @ \$180,000) has since been further delayed due to COVID-19. Therefore parking lot/drainage design and construction and mitigation expenses was appropriately deferred to FY 2022 to allow for receipt of FEMA/restricted Grant funds as well as a competitive procurement process to be completed during FY 2022. The prior years expenses incurred (\$29,881) was primarily for Town Hall generator retrofitting improvements.							
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	Calusa Corners Park						
Priority	PROS #2			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	11-Acre Calusa Corners Park at 4701 Hawkes Bluff Avenue						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Studies	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000	\$ 26,214
Engineering, Architecture & Permitting	\$ -	\$ 10,000	\$ 49,750	\$ -	\$ -	\$ 59,750	\$ 539,399
Land Acquisition/Site preparation	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ 72,000	\$ 6,939,341
Construction		\$ 161,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 979,475	\$ 55,029
Equipment/Furnishings		\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ 72,500	\$ 50,087
Other-Landscaping	\$ 27,450	\$ -	\$ -	\$ -	\$ -	\$ 27,450	\$ -
TOTAL COST:	\$ 27,450	\$ 296,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 1,233,175	\$ 7,610,070
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB= \$27,450 NF= \$1,205,725	G= \$7,044,457 CIP-FB= \$565,613
Description (Justification and Explanation)							
Development of the following elements in Calusa Corners Park is ranked as 2nd priority for Fiscal Year 2022: a nature trail with removal of expired landscape features and addition of native and beneficial exotic species. This non-recurring funding is proposed utilizing the Capital Projects fund existing assigned fund balance for Capital Projects therefore having no impact to TRIM/Millage or Taxes. Commitments for development at the Calusa Corners site retain only those amenities currently necessary to satisfy grant requirements, including open space play fields, fishing pier, historic and environmental education, wetlands, and interconnection between two distinct water storage areas. Improvements completed to date include development of playground, picnic facilities, multi-use trail, parking, and landscaping, which were funded by three (3) grants from the Florida Recreation Development Assistance Program. Development of this Parks drainage interconnect and associated wetland area was completed in 2019 and recorded in the Towns Transportation fund through funding and cooperation from the South Florida Water Management District and South Broward Drainage District with matching funds from the Town. 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. 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.							
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: 2042	\$ 4,395					
Revenue/Other	\$ -						
Total	\$ 33,905						

FUNDED

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 2022	FY 2023	FY 2024	FY 2025	FY 2026	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	\$ 42,005	\$ 401,375	\$ 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:	\$ 60,000	\$ 508,406	\$ 518,406	\$ 518,406	\$ 518,406	\$ 2,123,624	\$ 8,854,496
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB=\$60,000 NF=\$2,063,624	G=\$7,991,811 CIP-FB=\$862,685
Description (Justification and Explanation)							
Remaining the Town's only grant-associated property that is yet undeveloped, Southwest Meadows Sanctuary Park returns to 1st priority for Fiscal Year 2022. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. 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. Funding for FY 2022 is proposed from Capital Project Fund assigned fund balance in the amount of \$60,000 available due to the Frontier Trails CIP project from FY 2021 being reprioritized and proposed to be deferred making this project priority 1. This amount will be used to the extent it will afford parking and driveway improvements, providing access into the park areas from Griffin Road. In prior years Staff anticipated applying for non-matching assistance for these improvements, but state programs have not been funded in recent years and development of this site is not currently supported by grants. The Town continues to seek funding from various sources. Costs were estimated based on original management plans prepared by professional consultants and updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in increased costs. Commitments for development at the Southwest Meadows Sanctuary site retain only those improvements necessary to satisfy current grant requirements, including: playground, restroom, open space play fields, trailhead facilities, fishing pier, multi-use trail, historical and environmental education amenities, wetlands, parking, landscaping and neighborhood park facilities. The Town's parks system seeks to: increase water storage and storm water runoff filtering; provide community parks; promote and preserve environmental and recreational areas; provide access to water and open space; construct and link recreational facilities with multi-use trails throughout the Town.							
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: 2042	\$ 3,408					
Revenue/Other	\$ -						
Total	\$ 68,760						

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR): Surtax						
Priority	Transportation #1(a)			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Planning / Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering Design and Surveying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Mitigation (Legal)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction including Contingency & Inflation	\$ 1,960,210	\$ -	\$ -	\$ -	\$ -	\$ 1,960,210	\$ -
Construction Reserve: Replenishment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost	\$ 1,960,210	TBD	TBD	TBD	TBD	\$ 1,960,210	\$ -
Revenue Source	STx	STx	STx	STx	STx	STx	N/A
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. Depending on existing road conditions, construction costs include new pavement surfacing, grading and leveling, full depth reclamation and/or rehabilitation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. The Town Council has provided direction to pursue Broward County Rehabilitation and Maintenance Surtax dollars instead of funding design, surveying or construction in 2021. As a result the two year funding cycle is suspended until the Town Council provides direction to reinstate the TSDOR program schedule. In FY 21 the Town received funding for the construction of two TSDOR projects: SW 202 Avenue and side streets; SW 201 Terrace; SW 199 Avenue and side street; SW 196 Lane (\$737,045) and SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, and Holatee Trail south (\$1,223,165). These projects must be constructed within one year of the grant agreement. The Town will submit the following road segments for Surtax funding consideration in FY 22: SW 164th Terrace, SW 163rd Avenue, SW 162nd Avenue, SW 53rd Street as well as SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court. These projects will be submitted for design the first year and construction thereafter.							
FY 2022 ROAD SEGMENTS					COST**		
SW 202 Avenue and side streets; SW 201 Terrace; SW 199 Avenue and side street; SW 196 Lane (\$737,045 grant)					\$737,045		
SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, and Holatee Trail (south) (\$1,223,165 grant)					\$1,223,165		
FY 2023 - 2026 ROAD SEGMENTS							
SW 164th Terrace, SW 163rd Avenue, SW 162nd Avenue, SW 53rd Street (Design, Permitting & Construction)					TBD		
SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court (Design, Permitting & Construction)					TBD		
Holatee Trail (Stirling Rd. to E. Palomino Dr.), Hunter Lane, SW 134th Ave, Luray Road					TBD		
Stirling Rd (Dykes Rd. to SW 166 Ave) and SW 166 Ave Side Streets: SW 61 St., SW 62 St., SW 63 Mr, SW 64 St., SW 69 St.					TBD		
** Segment costs assume full public right of way is available					FY 2022-2026 Grand TOTAL:		\$1,960,210
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2022				
Operating	\$ -						
Replacement Cost	FY 2022	\$ 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: Non-Surtax						
Priority	Transportation #2(b)			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,200
Engineering/Architecture	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 140,000	\$ 110,946
Land Acquisition/ Site	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,285,824	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 1,717,824	\$ 2,598,025
Equipment/ Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 1,305,824	\$ 138,000	\$ 138,000	\$ 138,000	\$ 138,000	\$ 1,857,824	\$ 2,718,170
Revenue Source	G=\$455,824 TFB=\$100,000 GF-Tfr=\$500,000 GF-FB=\$250,000	GF Tfr	GF Tfr	GF Tfr	GF Tfr	G=\$455,824 TFB=\$100,000 GF-Tfr=\$1,052,000 GF-FB=\$250,000	G=\$1,860,140 GF Tfr=\$786,033 TFB=\$71,997
Description (Justification and Explanation)							
The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of street drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The Town was awarded \$200,000 from FDEP with a \$100,000 Town match in FY 20 for the Dykes Road Slip Lining and Dykes Road / SW 54th Place Connection. A carryover of \$200,824 is required, utilizing \$100,824 of Grant + \$100,000 transportation fund balance , and the project will be completed in FY 22. The Town is also budgeting for a) completion of the Country Estates Drainage Project that connects SW 51st Manor to SW 54th Place (interconnect through the Frontier Trails Park) in FY 2022 with a \$355,000 grant from FDEP with a proposed \$100,000 match via a general fund transfer impacting trim/millage; b) SW 185th Way and SW 63rd Street drainage improvment via a combined GF Tfr impacting trim/millage of \$400,000 with \$250,000 transferred from unassigned General Fund Fund Balance totaling \$650,000. The FY 2022 – 2026 priorities are as follows:							
Projects							Estimated Cost
Dykes Road Slip Lining and Dykes Road / SW 54th Place Connection: (\$100,824 Grant carryover(G) + \$100,000 TFB/match carryover from FY20)							\$200,824
Country Estates Drainage from SW 51st Manor to SW 54th Place (\$355,000 Grant (G) + \$100,000 Town Match (GF-Tfr))							\$455,000
SW 185th Way and SW 63rd Street (GF-Tfr of \$400,000 + GF-FB of \$250,000)							\$650,000
Sub-total FY 2022							\$1,305,824
FY 2023: SW 54th Street and 17400 block interconnect (GF-Tfr)							\$138,000
FY 2024: Future Project TBD (GF-Tfr)							\$138,000
FY 2025: Future Project TBD (GF-Tfr)							\$138,000
FY 2026: Future Project TBD (GF-Tfr)							\$138,000
Sub-total FY's 2023-2026							\$552,000
Grand Total FY's 2022-2026							\$1,857,824
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041	\$					
Revenue/Other	\$						
Total	\$5,000						

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax						
Priority	Transportation #1(b)			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Planning / Permitting	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	\$
Engineering Design and Surveying	\$ 58,790	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 618,790	\$ 498,234
Land Mitigation (Legal)	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000	\$ 9,358
Construction including Contingency & Inflation							\$ 2,298,725
Construction Reserve: Replenishment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost	\$ 83,790	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 703,790	\$ 2,806,317
Revenue Source	TFB (mill=None)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	TFB = \$83,790 GF Tfr = 620,000	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. Depending on existing road conditions, construction costs include new pavement surfacing, grading and leveling, full depth reclamation and/or rehabilitation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. The Town Council has provided direction to pursue Surtax dollars instead of funding design, surveying or construction. As a result, the existing two-year funding cycle is suspended. In FY 21, the Town received Broward County Surtax funding for the construction of two TSDOR projects: SW 202 Avenue and side streets; SW 201 Terrace; SW 199 Avenue and side street; SW 196 Lane (\$737,045) and SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, and Holatee Trail (\$1,223,165). These projects must be constructed within one-year of the Surtax funding agreement-Refer to a separate TSDOR-Surtax CIP for further details. However, engineering costs were not included in the Surtax agreements, therefore the Town is responsible for the engineering costs, which are a carryover from FY 21 and included within this CIP and will utilize the existing committed TSDOR contingency/reserve fund balance (NOT TRIM/Millage) . Additionally, the Town will routinely incur expenses (e.g. planning, design) to be able to submit the following road segments for Surtax funding consideration: SW 164th Terrace, SW 163rd Avenue, SW 162nd Avenue, SW 53rd Street as well as SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court. All legal expenses (\$20,000) associated with unforeseen FY 2024 road segment right-of-way issues are also included in the FY 2022 budget projection (two-year window) and will also be funded via the committed TSDOR contingency/reserve fund Balance.							
FY 2022 ROAD SEGMENTS (Carryover)						COST**	
SW 202 Avenue and side streets; SW 201 Terrace; SW 199 Avenue and side street; SW 196 Lane (\$30,400 FY 21 Carryover for Construction Engineering Inspections)						\$30,400	
SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, and Holatee Trail (south) (\$28,390 FY 21 Carryover for Construction Engineering Inspections)						\$28,390	
FY 2023 NEW ROAD SEGMENTS							
SW 164th Terrace, SW 163rd Avenue, SW 162nd Avenue, SW 53rd Street (Design, Permitting & Construction)						TBD	
SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court (Design, Permitting & Construction)						TBD	
Holatee Trail (Stirling Rd. to E. Palomino Dr.), Hunter Lane, SW 134th Ave, Luray Road						TBD	
Stirling Rd (Dykes Rd. to SW 166 Ave) and SW 166 Ave Side Streets: SW 61 St., SW 62 St., SW 63 Mr, SW 64 St., SW 69 St.						TBD	
FY 2022 Total Construction including Contingency and Inflation						\$58,790	
FY 2023 Road Segments Engineering Design and Surveying						\$0	
Construction Reserve: Replenishment						\$0	
Planning / Permitting						\$5,000	
FY 2022 Segments TOTAL:						\$63,790	
FY 2024 Land Mitigation (Legal) TOTAL:						\$20,000	
FY 2022 Grand TOTAL:						\$83,790	
** Segment costs assume full public right of way is available							
	FY 15 & 16 & 17 & 18 & 19 (orig. Bud'ts)	FY 2020 (orig + current Budget)	FY 2021 (orig + current Budget)	Less: Total Expenditures thru 9/30/2021 (est.)	SUB-TOTAL @ 9/30/2021 (est.)	FY 2022 Reserve Replenishment/ (Utilization)-Net	TOTAL @ 9/30/2022 (est.)
Construct./Committ. Reserve(detail):	\$ 2,255,900	\$ 870,214	\$ -	\$ (2,806,317)	\$ 319,797	(\$83,790)	\$ 236,007
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2022				
Operating	\$ -						
Replacement Cost	FY 2022	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

FUNDED

Town of Southwest Ranches Capital Improvement Project

Project	Pavement Striping and Markers														
Priority	Transportation #4			Project Manager	Rod Ley, P.E.										
Department	Public Works : Engineering			Division	Engineering										
Project Location	Various town streets (non-TSDOR)														
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years								
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,850								
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
Construction	\$ 14,265	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 94,265	\$ 444,637								
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -								
TOTAL COST:	\$ 14,265	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 94,265	\$ 458,487								
Revenue Source	TFB=\$14,265	GAS=\$5,000 GF Tfr=\$15,000	GAS=\$5,000 GF Tfr=\$15,000	GAS=\$5,000 GF Tfr=\$15,000	GAS=\$5,000 GF Tfr=\$15,000	GAS=\$20,000 GF Tfr=\$60,000 TFB=\$14,265	GAS=\$18,897 TFB=\$135,000 GF Tfr=\$254,590 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 2022 as follows:															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>* Melaleuca Road from Stirling Road to SW 56th Street (2300 LF)</td> <td style="text-align: right;">4,025</td> </tr> <tr> <td>* Melaleuca Road from Stirling Road to Old Sheridan (1 Mile)</td> <td style="text-align: right;">10,240</td> </tr> <tr> <td style="text-align: right;">TOTAL:</td> <td style="text-align: right;">\$14,265</td> </tr> </table>										* 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	TOTAL:	\$14,265
* 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														
TOTAL:	\$14,265														
Annual Impact on Operating Budget															
Personnel	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.												
Operating	\$ -														
Replacement Cost	Year: 2030	\$ 30,000													
Revenue/Other	\$ -														
Total	\$ 30,000														

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Drainage Improvement: Surtax Projects						
Priority	Transportation # 2(a)			Project Manager	Rod Ley, P.E.		
Department:	Public Works			Division	Engineering		
Project Location	Various locations within Town limits.						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering/Architecture	\$ -	\$ -	\$ -	\$ -	\$ 742,516	\$ 742,516	\$ -
Land Acquisition/ Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$3,823,526	\$3,823,526	\$ 176,507
Equipment/ Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Hardware)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	TBD	TBD	TBD	TBD	\$4,566,042	\$4,566,042	\$ 176,507
Revenue Source	STx	STx	STx	STx	STx	STx	STx \$124,000 TFB 52,507
Description (Justification and Explanation)							
The Town submitted a list of potential projects in advance of and in anticipation for the adoption, by voter referendum, of a Broward County one-cent surtax for transportation including drainage improvements of which 10% is committed directly to local government projects. The projects are divided into phases by County staff depending if design has been completed. The Town was awarded and completed a shovel-ready SW 182nd Avenue and SW 50th Street drainage project in FY 2021 which required a Town match. Future funding is 100% contingent on surtax board approval with no proposed impact to trim/millage. During 2021, the Town submitted nine (9) new projects for future year consideration.							
Projects						Estimated Cost	
Dykes Road Flood Control (Design: \$132,594 / Construction: \$583,413)						\$716,007	
Dykes Road Piping (Design: \$105,750 / Construction: \$465,300)						\$571,050	
Frontier Trails Drainage (Design: \$108,363 / Construction \$487,795)						\$596,158	
Green Meadows Drainage Phase II (Construction \$561,000)						\$561,000	
SW 54th Place Ivanhoe Canal (Design: \$70,110 / Construction: \$308,484)						\$378,594	
SW 164th Drainage (Design: \$146,886 / Construction \$646,300)						\$793,186	
SW 185th Way and SW 69th St Drainage (Design: \$71,569 / Construction: \$314,903)						\$386,472	
SW 205th Avenue Drainage (Design: \$18,391 / Construction: \$80,919)						\$99,310	
Country Estates SW 63rd Street Drainage (Design: \$88,853 / Construction: \$375,412)						\$464,265	
Grand Total FY's 2022-2026						\$4,566,042	
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041	\$					
Revenue/Other	\$						
Total	\$5,000						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Country Estates Park						
Priority	PROS #4			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	Country Estates Park - 16 acres at 18900 Griffin Road						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Studies	\$ 1,725	\$ -	\$ -	\$ 3,300	\$ -	\$ 5,025	\$ 47,043
Engineering, Architecture & Permitting	\$ 28,000	\$ 23,000	\$ 26,500	\$ 28,000	\$ 19,800	\$ 125,300	\$ 428,268
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,172,855
Construction	\$ 105,000	\$ 135,000	\$ 158,000	\$ 183,000	\$ 240,200	\$ 821,200	\$ 657,046
Equipment/Furnishings	\$ 15,275	\$ 17,000	\$ 21,250	\$ 15,275	\$ 10,425	\$ 79,225	\$ 106,723
Other (Wetlands)	\$ -	\$ -	\$ 34,250	\$ -	\$ -	\$ 34,250	\$ 25,000
TOTAL COST:	\$ 150,000	\$ 175,000	\$ 240,000	\$ 229,575	\$ 270,425	\$ 1,065,000	\$ 3,436,935
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$2,348,685 CIP-FB & GF Tfr=\$1,056,524 GF-FB=\$31,726
Description (Justification and Explanation)							
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 2022, making this location 5th in the list of priorities for development. Funding for improvement of the play fields, a key element is anticipated to be completed during FY 2021 and its construction costs have been incorporated. Commitments for development of the site include a pond and fishing pier. Significant portions of this development include a playground, restroom, picnic shelter, multi-use trail, improved wetlands, parking, landscaping, open space play fields, and environmental education were completed between 2014 and 2017. Future development of pond and fishing pier have been estimated using a phased funding approach. Outside of grant commitments, the community has also identified equestrian amenities as development priorities for this site. 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. 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 by multiple grants from Broward County and the State of Florida Grant. Development costs were based on original management plan value engineering by professional consultants and updated in accordance with reductions in commitments and changes in market conditions as projects were procured. Further development of this site is not currently supported by grants.							
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: 2042	\$ 5,336					
Revenue/Other							
Total	\$ 47,252						

NOT FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	PROS Entranceway Signage						
Priority	PROS #5			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 2022	FY 2023	FY 2024	FY 2025	FY 2026	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)							
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 and completed 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. 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 2022: Rolling Oaks Park FY 2022: Country Estates Park FY 2022: Calusa Corners Park FY 2023: Frontier Trails FY 2023: Southwest Meadows Sanctuary Park 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.							
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							
Project	Frontier Trails Conservation Area						
Priority	PROS #3			Project Manager	December Lauretano-Haines, PROS Manager		
Department	Parks, Recreation and Open Space			Division	N/A		
Project Location	30-Acre Frontier Trails Park at 19300 SW 51 Manor						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	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	\$ 62,256
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	\$ 3,082,638
Revenue Source	NF	NF	NF	NF	NF	NF=\$1,939,650	G=\$2,372,363 GF-Tfr=\$41,845 CIP FB=\$668,430
Description (Justification and Explanation)							
Frontier Trails Conservation Area remains a high priority for development, moving to priority #3, as the potential partnership with FDOT is investigated. This location was developed for minimal use by the public in 2019. Commitments for development at Frontier Trails retain only those amenities necessary to satisfy current grant requirements, including picnic facilities, fishing pier, multi-use trail, environmental and archaeological preservation and education, wetlands, parking, and landscaping. The Town will continue to pursue grant funding to supplement the Town's budget. 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. Previous phases provided for minimal parking and a small picnic shelter (partially funded with \$30k from the Southwest Ranches Parks Foundation). Staff continues to work on a prospective partnership for this site to serve as offsite mitigation for developers of other sites in exchange for construction of wetlands and other park features, which would exponentially increase the power of the Town's dedicated funding for the project. For this reason, in Fiscal Year 2022, planning for development is further deferred and not funded from FY 2020 (\$60,000 previously funded from CIP-FB) to make full use of the benefits the Town would gain from such a partnership. For years 2 through 5, the development concept envisions incremental improvements to multi-use trails, preservation of the archaeological area, addition of historical and environmental education signs. Costs were estimated based on original management plans prepared by professional consultants and updated in accordance with similar development the town has completed in other locations. 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.							
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: 2042	\$ 9,683					
Revenue/Other	\$ -						
Total	\$ 53,149						

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 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years						
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Design & Permitting	\$ 100,000	\$ 78,000	\$ 40,000	\$ 40,000	\$ -	\$ 258,000	\$ 264,630						
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Construction	\$ 290,000	\$ 312,000	\$ 165,000	\$ 165,000	\$ -	\$ 932,000	\$ 860,209						
Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
TOTAL COST:	\$ 390,000	\$ 390,000	\$ 205,000	\$ 205,000	\$ -	\$ 1,190,000	\$ 1,124,839						
Revenue Source	NF	NF	NF	NF	NF	NF	G=\$956,072 GF-FB=\$104,696 GAS/TFB=\$64,071						
Description (Justification and Explanation)													
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. <table style="width: 100%;"> <tr> <td style="width: 60%;">Hancock Road from Stirling Road to Sheridan Street - 5,400 LF(FY 22)</td> <td style="text-align: right;">\$ 390,000</td> </tr> <tr> <td>TBD by Drainage Improvement Advisory Board (FY 23 & FY 24)</td> <td style="text-align: right;"><u>\$ 595,000</u></td> </tr> <tr> <td style="text-align: right;">Total FY 22-24</td> <td style="text-align: right;"><u><u>\$ 985,000</u></u></td> </tr> </table>								Hancock Road from Stirling Road to Sheridan Street - 5,400 LF(FY 22)	\$ 390,000	TBD by Drainage Improvement Advisory Board (FY 23 & FY 24)	<u>\$ 595,000</u>	Total FY 22-24	<u><u>\$ 985,000</u></u>
Hancock Road from Stirling Road to Sheridan Street - 5,400 LF(FY 22)	\$ 390,000												
TBD by Drainage Improvement Advisory Board (FY 23 & FY 24)	<u>\$ 595,000</u>												
Total FY 22-24	<u><u>\$ 985,000</u></u>												
Annual Impact on Operating Budget													
Personnel	\$ -		Guardrails require periodic inspections. Replacement is required after a crash or when determined necessary during inspection at an estimated cost \$5,000 for approximately 100 lineal feet; or maintenance of timber offset blocks, reflectors and other parts.										
Operating	\$ 5,000												
Replacement Cost	Year:	\$ -											
Revenue/Other	\$ -												
Total	\$ 5,000												

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 2022	FY 2023	FY 2024	FY 2025	FY 2026	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)							
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. 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.							
Annual Impact on Operating Budget							
Personnel			Annual Impact to operating budget to be determined (TBD)				
Operating							
Replacement Cost							
Revenue/Other							
Total							

NOT FUNDED

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 2022	FY 2023	FY 2024	FY 2025	FY 2026	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)							
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. The Public Works Department 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 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 were deferred until FY 2023. Staff is continuing to research potential grant opportunities which may mandate solar energy power utilization and therefore reduce electrical operating costs.							
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						

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Stormwater Master Plan

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Transportation	1	\$250,000

Justification and Description

The Town was awarded a \$250,000 Rebuild Florida Grant in FY 2021 from the Florida Department of Economic Opportunity (DEO). 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.

Ultimately, this program modification will have no TRIM/Millage/Taxes impact as its cost is 100% covered by a grant.

Alternative/Adverse Impacts if not funded:

If the Town does not complete this project, the Town will lose a \$250,000 grant with no required Town match as well as be unable to address and identify flooding issues which persist throughout the Town.

Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010	Stormwater Master Plan	\$250,000

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Engineering Inspector

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Public Works	1	\$73,556

Justification and Description

Under the supervision of the Public Works Director, employee will be responsible for conducting inspections on Town engineering and construction projects for compliance with existing codes, plans, specifications, and standard construction practices during and after construction. The employee will protect the Town's interests related to infrastructure projects; provides professional information, clarification, and assistance to contractors, consultants, developers and the public regarding Town construction projects and activities.

Examples of Duties

- Inspects roads and storm water construction projects in the Town's right-of-way, to assure conformance with plans and specifications.
- Inspects public facilities and/or improvements in the Town to ascertain extent and method of repairs or maintenance required.
- Inspects franchise utility installations.
- Assists contractors and engineers in interpreting plans and specifications let out on contract, checks materials and shop drawings.
- Using professional judgement, investigates complaints and requests received in the engineering office, investigates encroachments into the public right-of way, investigates water or flooding conditions; investigates poor road conditions.
- Inspects all work pertaining to drainage according to plans and specifications.
- Acts as construction inspector for general parks construction; acts as supervisory liaison between Town and subcontractors for drainage, utilities, or road projects under construction; reviews plans and specifications to ensure adherence to Town Codes and policies, and accuracy in construction.

Alternative / Adverse Impacts if not funded:

If not funded, the Department's resources will continue to be overextended. The Town will have to pay contractors inflated costs for Construction Engineering Services for each project.

Required Resources

Line item	Title or Description of request	Cost
001-2600-515-12100	Engineering Inspector	\$54,912
001-2600-515-2xxxx	Fringe Benefits	\$18,644

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Records & Administrative Coordinator

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk/Finance & Budget	Town Clerk/Finance & Budget	General	1	\$55,400

Justification and Description

This request is for the establishment of a Records & Administrative Coordinator (RAC) position under the direction of the Assistant Town Administrator/Town Clerk & Town Financial Administrator. This position was once primarily funded and was reclassified to the Deputy Town Clerk position in 2015. Since 2015, the responsibilities of both the Town Clerk and the Deputy Town Clerk have expanded greatly and the Town's comprehensive records management needs are not able to be adequately addressed. Additionally, the Finance & Budget Department has increased procurement, finance/annual report, budget compiling, reporting and publication requirements preventing timely completion. The primary responsibility of this position will be to manage all of the Town's records (including Finance & Budget, Engineering, Code Compliance and Building) in accordance with rules promulgated by the State of Florida Division of Library and Information Services. The Town was formulated in 2000 and thousands of cubic feet of records have been created. While efforts have been made to purge records that have met their retention as established by law, hundreds of cubic feet of records remain. The RAC will also ensure that records are managed and disposed of in accordance with state law. In addition, the RAC will assist in revising the Town's records management policy, training program and assist and expand GIS functions. Lastly, this position will process records requests which have increased in number as the Town has provided enhanced levels of municipal services and it is proposed that and Legal counsel has opined that up to 20% of this position could be funded via restricted building admin & tech revenues received annually.

Alternative/Adverse Impacts if not funded:

If not funded, the Town will continue to stockpile records that do not need to be kept. This is problematic in that these records could create a liability to the Town if these records are subpoenaed. Additionally, the adopted Budget book and Annual financial reports will continue to be delayed. The revision of the records management policy and training program will ensure that records are not prematurely disposed of. Additionally, the ever-increasing number of physical records has rendered the current file room unusable. In fact, many obsolete physical records are held that the Town has external storage unit costs of \$3,600+ annually. Additional records will require the Town to acquire a larger external storage unit at additional costs.

Required Resources

Line item	Title or Description of request	Cost
001-1800&1600-512/513-12100	Records & Administrative Coordinator	\$40,000
001-1800&1600-512/513-2xxxx	Fringe Benefits	\$15,400

FUNDED

Town of Southwest Ranches, Florida

FY 2022 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	\$50,000

Justification and Description

The Town of Southwest Ranches completed the transportation surface and drainage ongoing rehabilitation (TSDOR) program study in November 2013 by hiring King Engineering Associates to perform a 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 7.73 miles as detailed below.

Prior to FY 2021, before the availability of Mobility Advancement Project funding, as per the direction of the Drainage and Infrastructure Advisory Board (DIAB), the TSDOR program annual budget was 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 Actual Cost	Original Study Estimated 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 & 5	SW 188 th Avenue and Side Streets	2.50	Completed FY 2020	\$135,565	\$1,069,655	\$1,205,220	\$448,000
6	SW 202 nd Avenue, SW 201 st Terrace, SW 199 th Avenue, and SW 196 th Lane	3.28	TBD	\$90,410	TBD	TBD	\$555,600

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

page 2 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	\$50,000

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 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 arduous 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. The proposed cost is estimated by the Town Engineer.

Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010	TSDOR Program Study Update	\$50,000

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Rolling Oaks Passive Open Space Park Wetland Improvement

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Space	General	1	\$37,040

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. Wetlands renovation at the site will fulfill the Town's last outstanding grant 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. This proposed Program Modification allows for some sediment clearing around the wetland margins.

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. Funding is proposed utilizing unassigned General Fund Fund Balance and would therefore have no trim/millage or tax impact.

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	\$33,920
001-3600-572-46060	Lake Maintenance – Ongoing maintenance costs	\$3,120

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Townwide Vehicle Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	2	\$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. New vehicles were purchased in 2018 and 2021 which replaced town vehicles that reached its end-of-life cycle. Vehicles were surplused in 2020 and 2021 and the mileage of the remaining vehicle, exceeds 125k miles. The vehicle has incurred high maintenance and repair costs, and has reached the end-of-life cycle. The Program Modification for the Vehicle Replacement Program was funded for the first two of the four-year program in FY's 2020 & 2021 upon which a vehicle was procured. There are two (2) additional years to meet the requirements of this program.

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, two of these vehicles reached the end of its useful life and was replaced during FY 2018 and FY 2021. The remaining vehicle is reaching its end-of-life cycle. 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. The impact of not funding this request would greatly limit Town Staff to conduct these vital functions.

	<u>AMOUNT</u>	<u>STATUS</u>
FY 2019-2020	\$17,500	FUNDED
FY 2020-2021	\$17,500	FUNDED
FY 2021-2022	\$17,500	FUNDED
FY 2022-2023	\$17,500	
<u>TOTAL</u>	<u>\$70,000</u>	

Required Resources

Line item	Title or Description of request	Cost
001-3900-519-99100	Contingency – TW Vehicle Replacement	\$17,500

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Increase in Customer Service Staff: Administrative Assistant (PT)

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	Executive	General	1	\$16,794

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 and 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 as well as recent expansion to support Public Works with Solid Waste customer service have grown to require additional hours of assistance from the Administrative Specialist away from the rigors of front desk duties.

During the past five (5) 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. During the Coronavirus pandemic, there have been no volunteers providing this service and they have informed us they are no longer available. Currently the Town has employed a part-time CS Admin Assist at the front desk working 25 hours per week. The most fiscally sound solution would be to add a second part-time CS Admin Asst at twenty (20) 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-five (45) hours per week (not to exceed 2,340 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.

(up to \$15 per hour x 4 hours per day x 5 days per week x 52 weeks = \$15,600)

Required Resources

Line item	Title or Description of request	Cost
001-1400-512-13100	Part-Time Salaries & Wages	\$15,600
001-1400-512-21100	Payroll Taxes	\$1,194

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Town of Southwest Ranches 20th – REBOOT 2.0 Anniversary Celebration

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	N/A	Executive	2	\$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 at the 15th year and now, for FY's 2020- 2021, 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.

Since this has been funded previously but deferred due to the Covid-19 pandemic, it is proposed that this one-time, epic event have no impact on TRIM/Milage and utilize unassigned General Fund Fund Balance.

Alternative/Adverse Impacts if not funded:

This event was funded previously but was postponed due to the Covid-19 pandemic crises until the Fall of 2020, and is recommended to be reappropriated in the FY 2022 budget.

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 2022 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, and it needs to be updated with the 2020 Census data released in late 2021.

The Comprehensive Plan Advisory Board has prioritized this project and the Town's planner agreed to complete it in two (2) stages and over a two (2) fiscal year periods. The total estimated cost is \$20,000. The Town budgeted \$10,000 in FY 2021, and this is the remaining \$10,000. 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.

PHASE I FY 2020-2021 \$10,000 FUNDED

PHASE II FY 2021-2022 \$10,000 **FUNDED**

TOTAL **\$20,000**

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
001-2500-515-34330	Comprehensive Plan Update: Data, Inventory & Analysis	\$10,000

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Volunteer Fire Apparatus Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	4	\$55,500

Justification and Description

Both National Fire Protection Association (NFPA) recommendations and empirical evidence show that Class A pumpers have an expected lifespan of 10-15 years of front-line service. In order to fund the VFD's strategic plan to replace apparatus at the most efficient and economic level, funding should be set aside on a yearly basis. Apparatus will be purchased as needed to replace the current Engine 82 and older apparatus will be moved to reserve status or sold to further offset costs depending on their condition. Setting aside funding will also minimize interest charges and impact to the annual Fire Assessment when apparatus purchases are financed. Because of issues with the current Engine 82, the Department will first purchase a new engine to replace it that meets its needs and specifications. Once the new engine has been purchased, the current Engine 82 will become a reserve engine and will be renamed Engine 282. Accordingly, under the Department's revised strategic apparatus replacement plan, approved by the Fire Advisory Board in 2020, there will no longer be a need to purchase a reserve pumper since the current Engine 82 will be used in that role. Accordingly, previous funding set aside for a reserve pumper or attack truck will be directed toward ancillary equipment. Timely replacement of fire apparatus is a life safety issue. Adopted funding is via an annual component of the imposed Fire Assessment.

Alternative/Adverse Impacts if not funded:

	<u>Primary Pumper (New)</u>	<u>Ancillary Equipment (New)</u>	<u>TOTAL</u>	<u>STATUS</u>
FY2018-2019	\$ 25,000	\$ 0	\$ 25,000	Actual
FY2019-2020	\$ 29,000	\$ 10,000	\$ 39,000	NOT FUNDED
FY2020-2021	\$ 29,000	\$ 10,000	\$ 39,000	Actual
FY2021-2022	\$ 48,000	\$ 7,500	\$ 55,500	FUNDED
FY2022-2023	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2023-2024	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2024-2025	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2025-2026	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2026-2027	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2027-2028	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2028-2029	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2029-2030	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2030-2031	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2031-2032	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2032-2033	\$ 48,000	\$ 7,500	\$ 55,500	TBD
TOTAL	\$659,000	\$110,000	\$769,000	

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

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Volunteer Fire Hose Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	3	\$11,100

Justification and Description

The National Fire Protection Association (NFPA) guidelines recommend the replacement of fire hose every ten years. All fire hose is pressure tested yearly to ensure that it can be used in service.

The Department has replaced 4-inch supply lines under this program mod for FY21.

Replacement of six 50' 2.5-inch lines will be made in FY22 per the Department's hose replacement program. In addition, the Broward County Fire Chiefs Association will be standardizing equipment standards for high rise quick deployment hose packs to be used on all responding apparatus. These new standards will necessitate the purchase of three in total high rise packs consisting of hose and appliances that are not in the Department's inventory. Engine 82 carries two of these packs and Attack 82 carries a single pack.

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

Timely replacement of outdated fire hose is a life safety issue. Replacement of hose packs is necessary to maintain commonality with other departments within the County as per the Broward County Mutual Aid Agreement. Fire hose that is still serviceable will be maintained in inventory as a reserve.

Alternative/Adverse Impacts if not funded:

	<u>Total</u>	<u>STATUS</u>
FY 2020-2021	\$5,400	FUNDED
FY 2021-2022	\$11,100	FUNDED

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$11,100

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Volunteer Fire Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	2	\$3,808

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 firefighting. 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	7,770	Actual
FY 2017 – 2018	2	2	1,876	2,432	-\$3,000	1,308	Actual
FY 2018 – 2019	2	2	1,876	2,432	-\$1,500	2,808	Actual
FY 2019 – 2020	2	2	1,876	2,432	-\$ 500	3,808	Actual
FY 2020 – 2021	2	2	1,876	2,432	-\$ 500 TBD	3,808	Actual
FY 2021 – 2022	2	2	1,876	2,432	-\$ 500 TBD	3,808	FUNDED
FY 2022 - 2023	2	2	1,876	2,432	-\$ 500 TBD	3,808	
Total	50	50	\$44,071	\$57,059		\$91,220	

*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	\$3,808

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Public Works Administrative Assistant

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Public Works	2	\$50,414

Justification and Description

Staffing is a legitimate concern as the Public Works Department has essentially absorbed the management responsibilities of the Waste Pro contract with part-time administrative assistance from another department. Due to the additional measures put in place, staffing assistance is greatly needed if Public Works is to effectively carry out its vision for managing this contract. Realistically, a full-time employee whose sole function and responsibilities are focused on managing this contract is highly recommended. This person would serve as the liaison between Waste Pro and the Town, would reconcile all the data being collected and analyze it, would work directly with customer service staff and Code to properly manage any collection issues and discrepancies, would coordinate with Finance and the designated outside consultant to understand the applicable rates and process all invoices, and would coordinate with Engineer I when field issues need to be assessed and documented. Currently, all these functions are being absorbed by Public Works staff.

With the ongoing complication of our NPDES permit, newly active status in CRS, management of GIS, new surtax submittal and approval procedures, assistance in special projects, increased involvement in managing facilities, and influx of drainage related cases resulting from increased rainfall stages and frequency, it is becoming more difficult to manage this contract with the available resources. At a minimum, we should have a full-time position lending administrative support.

Alternative / Adverse Impacts if not funded:

If not funded, the Department's resources will continue to be overextended.

Required Resources

Line item	Title or Description of request	Cost
001-2600-515-12100	Public Works Administrative Assistant	\$36,400
001-2600-515-2xxxx	Fringe Benefits	\$14,014

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2022 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 2022 Program Modification

PROS Playground Equipment Maintenance Services

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Spaces	General	3	\$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 2022 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 2022 Program Modification

1 of 2

Volunteer Fire Self-Contained Breathing Apparatus Equipment Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact (Net)
Volunteer Fire Department	Public Safety	General Fund	1	\$117,704

Justification and Description

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

Current inventory is 22 Survivair Panther (now owned by Honeywell) SCBAs, 50 air bottles and 54 masks. The Survivair air packs are non-compliant with the 2013 NFPA SCBA standards. NFPA recommends that SCBA equipment be replaced once it falls behind two NFPA standard cycles. Current SCBA bottles are also reaching the end of their service life. Honeywell purchased the Survivair brand and has advised the Department that they have ceased production of spare parts for the current SCBAs. The Department has been forced to purchase other used SCBAs to be used for spare parts in order to maintain the Survivair Panthers. This temporary solution cannot be continued indefinitely. Timely replacement of SCBA is a life safety issue.

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

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

After reviewing fire department operations, the Fire Advisory Board recommended the purchase of a total of 20 Scott X3 airpack packages. This represents 1 airpack package for each seat on active apparatus (a total of 10 seats) plus 10 additional airpack packages for use in training or as spare sets.

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

The Department currently has one homemade emergency RIT pack in service with another designated RIT pack that has not been replaced. This program modification will replace these homemade units with units manufactured by Scott which will maximize the interoperability with neighboring fire departments. RIT assignments are normal assignments when our department is operating in a mutual aid capacity so this interoperability is an important issue.

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

2 of 2

Volunteer Fire Self-Contained Breathing Apparatus Equipment Replacement

Justification and Description

An Assistance to Firefighters Grant (AFG) from the Department of Homeland Security has been applied for by the Town to partially fund this project. If the grant application is approved, the purchase of at least 10 SCBA packages (these 10 sets include 10 airpacks, 20 bottles and 10 masks), 25 additional masks, and one RIT pack will be funded through the grant. The Department has successfully obtained 4 prior AFG's; including one grant to purchase some of the airpacks in the current inventory. The AFG application requested a total amount of \$101,742 in funding and would require a 5% Town matching share (\$5,087). If the grant is awarded, the cost to the Town to replace the entire remaining inventory is estimated at \$117,704 (\$214,359-\$96,655) incl. grant match). If the grant is awarded it is recommended that funding would be from the existing restricted fire control fund balance.

<u>Item</u>	<u>Unit Price</u>	<u>Amount Through AFG</u>	<u>Amount Through Town</u>	<u>Cost Through AFG</u>	<u>Cost Through Town</u>	<u>Total Cost</u>
Scott X3 Airpack package	\$ 8,910.00	10	10	\$ 89,100.00	\$ 89,100.00	\$178,200.00
Valves to retrofit current air cylinders to fit Scott SCBAs	\$ 500.00		40	\$ -	\$ 20,000.00	\$ 20,000.00
Scott Vision C5 Facepieces	\$ 365.00	25		\$ 9,125.00	\$ -	\$ 9,125.00
Scott 4.5 Emergency RIT pack including NxG 45 min air cylinder with snap change fittings	\$ 3,517.00	1	1	\$ 3,517.00	\$ 3,517.00	\$ 7,034.00
Town Match (5%)				(\$ 5,087.00)	\$ 5,087.00	\$ -
Totals:				\$ 96,655.00	\$ 117,704.00	\$214,359.00

Alternative/Adverse Impacts if not funded:

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

Required Resources

Line item	Title or Description of request	Cost (Net)
001-3200-522-64100	Machinery & Equipment	\$117,704

NOT FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Volunteer Fire Protective Ballistic Gear

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	5	\$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:

	<u>AMOUNT</u>	<u>STATUS</u>
FY2020-2021 5 sets	\$7,500	NOT FUNDED
FY2021-2022 5 sets	\$7,500	NOT FUNDED
TOTAL:	----- \$15,000 =====	

Required Resources

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

Town of Southwest Ranches
Proposed FY 2021/2022
Fire Assessment Worksheet

Sources:

Fire Administration Department
Volunteer Fire Service Department
Volunteer Fire Fund

Expenditures	Total FY 2021-2022 Proposed	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		40.00%	60.00%
Direct Expenses:			
Fire Rescue Contractual Service	\$ 3,789,440	\$ 1,515,776	\$ 2,273,664
Operating Expenses	348,454	N/A	348,454
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	66,207	-	66,207
Fire Protection/Control Contingency	55,500	N/A	55,500
Sub-Total	\$ 4,289,086	\$ 1,515,776	\$ 2,773,310
Other Expenses			
Publication & Notification Costs			1,411
Statutory Discount			110,345
Collections Cost			39,408
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs			221,086
Total Fire Assessment Expenses			\$ 3,145,560

Based On 2021 Consultant Study

Property Category	Assess Unit Type	% Apportioned	Amount	Total Proposed Rates FY 21/22	Total Assessed Rates FY 20/21	Difference: Increase (Decrease)
Combined Non-Res: Commercial-321,601 SF	Per Sq.Ft. Bldg Area	7.85%	246,927	\$ 0.9211	\$ 1.1266	\$ (0.2055)
Combined Non-Res: Institutional-554,580 SF	Per Sq.Ft. Bldg Area	20.25%	636,976	\$ 0.9211	\$ 1.2106	\$ (0.2895)
Combined Non-Res: Warehouse/Indust-110,787 SF	Per Sq.Ft. Bldg Area	0.80%	25,164	\$ 0.9211	\$ 0.5417	\$ 0.3794
Acreage - 1,869 Acres	Per Acre	5.00%	157,278	\$ 84.15	\$ 84.76	\$ (0.61)
Residential - 2,687 Units	Per Unit	65.30%	2,054,051	\$ 764.44	\$ 629.14	\$ 135.30
Government - Exempt - 41,330 SF	Per Sq.Ft. Bldg Area	0.80%	25,164	\$ -	\$ -	\$ -
Total		100%	\$ 3,145,560			

Town of Southwest Ranches
Proposed FY 2021/2022
Solid Waste Assessment Worksheet

Sources:

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

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 21/22
% Allocation Direct Expenses Only	46.74%	53.26%	

Direct Expenses:

Solid Waste Collection	\$ 421,050	\$ -	\$ 421,050
Recycling Collection	\$ 108,936	\$ -	\$ 108,936
Bulk Waste Collection	\$ -	\$ 387,826	\$ 387,826
Solid Waste Disposal	\$ 149,480	\$ -	\$ 149,480
Bulk Waste Disposal	\$ -	\$ 386,289	\$ 386,289
Sub-Total Cost of Service	\$ 679,465	\$ 774,114	\$ 1,453,580

Other Expenses

Statutory Discount	\$ 90,328
Collections Cost and Other	\$ 47,536
Townwide Personnel/Contractual Costs	\$ 243,032
Total Solid Waste Assessment Expenses	\$ 1,834,475

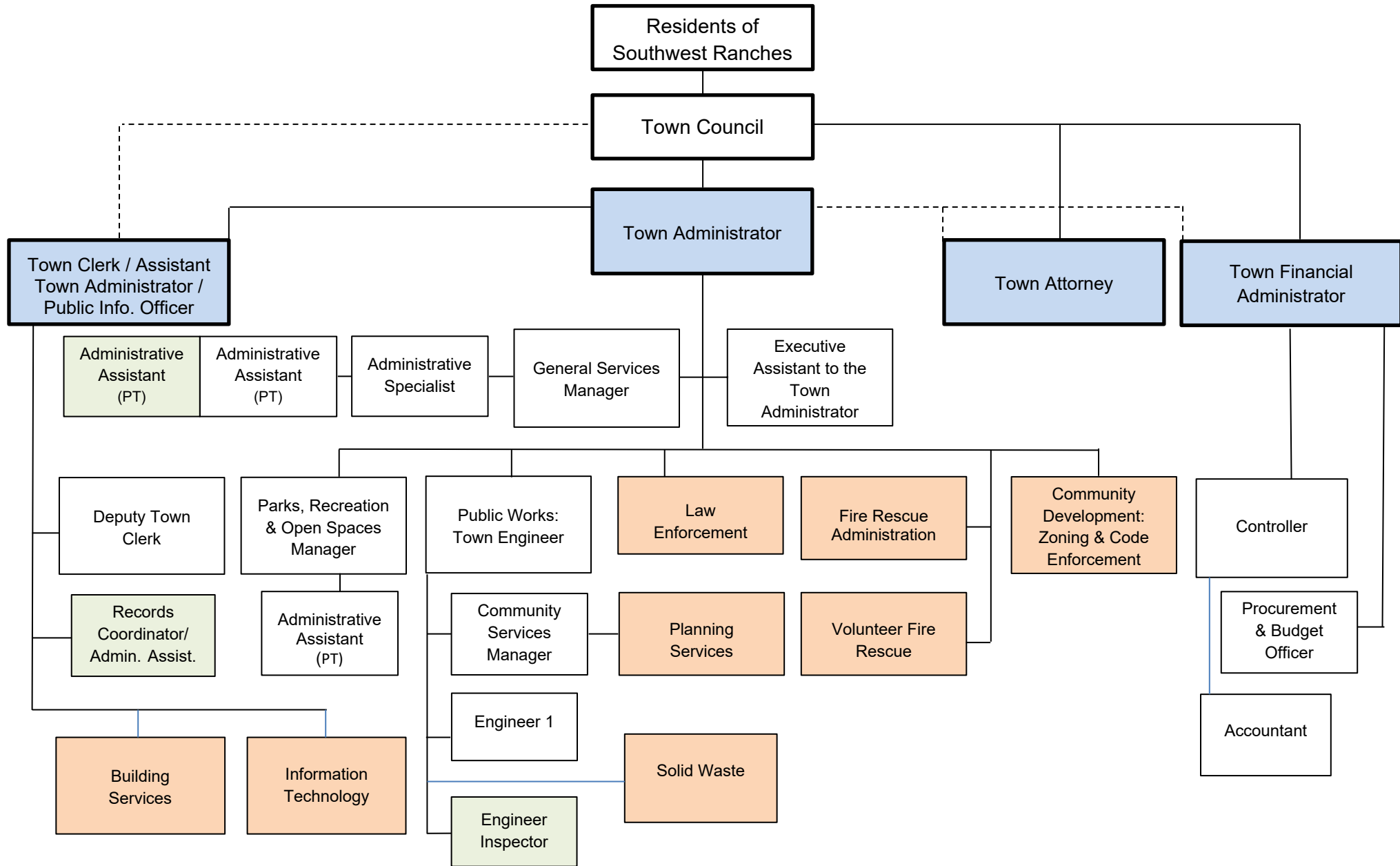
Based On Consultant Study

Assessment	Lot Sq Ft. Range	Number of Units in Range	Solid Waste Cost Per Unit	Bulk Waste Cost Per Unit	Total Proposed Rates FY 21/22	Total Assessed Rates FY 20/21	Difference: Increase (Decrease)
A	- 41,200	409	\$ 322.86	\$ 270.15	\$ 593.01	\$ 593.01	\$ -
B	41,201 46,999	436	\$ 322.86	\$ 316.02	\$ 638.88	\$ 638.88	\$ -
C	47,000 62,999	419	\$ 322.86	\$ 380.47	\$ 703.33	\$ 703.33	\$ -
D	63,000 95,999	471	\$ 322.86	\$ 407.99	\$ 730.85	\$ 730.85	\$ -
E	96,000 106,999	474	\$ 322.86	\$ 450.31	\$ 773.17	\$ 773.17	\$ -
F	107,000 >107,000	447	\$ 322.86	\$ 556.88	\$ 879.74	\$ 879.74	\$ -

Town of Southwest Ranches, FL
Proposed Cost Allocation Plan for FY 2022 Special Assessments

<i>Townwide Personnel & Contractual Costs *</i>		<i>General Fund Allocation</i>		<i>Solid Waste Assessment Cost Allocation</i>		<i>Fire Assessment Cost Allocation</i>	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
Attorney	\$ 525,000	90%	\$ 474,649	4%	\$ 21,385	6%	\$ 28,966
Executive	\$ 531,036	77%	\$ 408,242	9%	\$ 47,793	14%	\$ 75,000
Finance	\$ 476,731	71%	\$ 337,764	11%	\$ 52,440	18%	\$ 86,527
Clerk	\$ 256,288	92%	\$ 235,524	4%	\$ 10,360	4%	\$ 10,404
Public Works	\$ 358,564	82%	\$ 293,994	17%	\$ 60,956	1%	\$ 3,614
Code Enforce.	\$ 222,016	74%	\$ 165,072	21%	\$ 46,623	5%	\$ 10,321
PROS	\$ 126,264	100%	\$ 126,264	0%	\$ -	0%	\$ -
Totals	\$ 2,565,386		\$ 2,101,268		\$ 243,032		\$ 221,086

* 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 PERSONNEL COMPLEMENT



		ADOPTED FY 2021		PROPOSED FY 2022	
Fund	Department	Full Time	Part Time	Full Time	Part Time
General Fund	Legislative	-	5	-	5
	Executive	4	1	4	2
	Finance & Budget	4	-	4.5	-
	Town Clerk	2	-	2.5	-
	Public Works: Engineering & Community Services	2.5	-	3.5	-
	Parks, Recreation & Open Space	1	1	1	1
Transportation Fund	Public Works: Engineering & Community Services	0.5	-	0.5	-
Total all Funds		14	7	16	8



Governmental Funds

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

Included in this section is:

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

FY 2021-2022

General Fund Summary Fiscal Year 2022

FY 2021 Estimated

Estimated Total Revenues	15,146,528
Estimated Expenditures & Encumbrances	(14,196,580)
Estimated FY 2021 Year End Difference	<u>949,948</u>

FY 2022 Projected Unassigned Fund Balance

Audited Unassigned Fund Balance 9/30/2020	4,153,041
Estimated FY 2021 Year End Difference	949,948
Appropriated Fund Balance FY 2021	(587,026)
Restricted Fund Bal for Build. Technology FY 2021	(6,036)
Restricted Fund Bal for Fire Control FY 2021	64,000
Appropriated Assigned Balance FY 2021	<u>17,500</u>
Projected Unassigned Fund Balance 9/30/2021	4,591,427
Appropriated Fund Balance FY 2022	(332,040)
Appropriated Restricted Fund Balance FY 2022	30,631
Appropriated Assigned Balance FY 2022	<u>17,500</u>
Projected Unassigned Fund Balance 9/30/2022	<u><u>4,307,518</u></u>

FY 2022 Budget Summary

Proposed Revenues

Property Tax	6,798,011
Utility and Franchise Taxes	1,892,417
Permits/Licenses/Inspections	1,458,201
Intergovernmental Revenues	619,296
Services Revenues	115,658
Fines & Forfeitures	195,244
Miscellaneous Revenues	3,225,744
Appropriated Fund Balance	<u>332,040</u>
Total Revenue	<u><u>14,636,611</u></u>

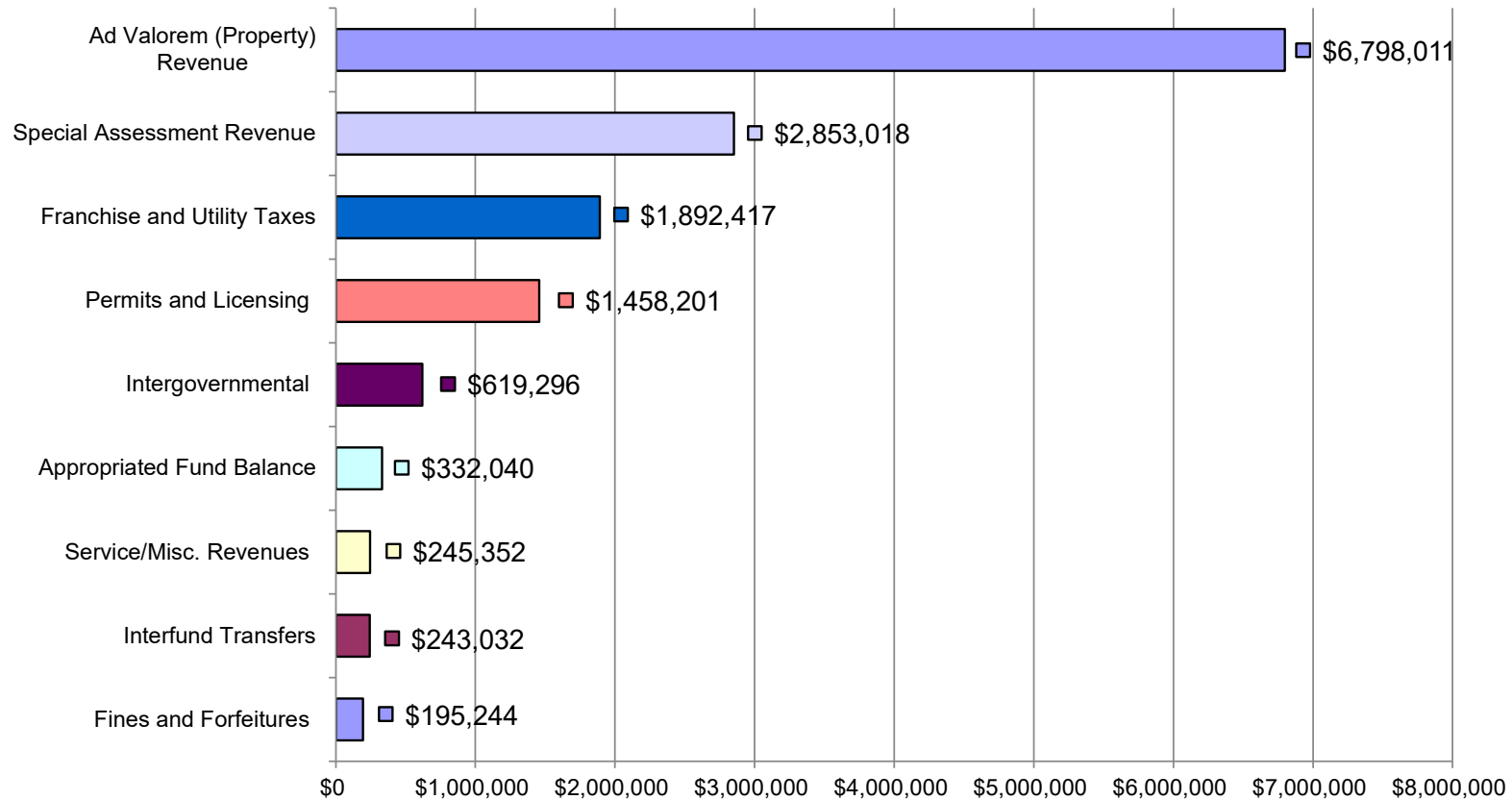
Proposed Expenditures

Personnel Costs	1,818,350
Operating Items	10,062,994
Capital Outlay	81,206
Non-Operating Expenses	<u>2,674,061</u>
Total Expenditures	<u><u>14,636,611</u></u>

Note: There is an additional \$941,506 in Non-spendable, Committed, Restricted and Assigned Fund Balance in the General Fund as of 9/30/2020

Total General Fund \$14,636,611

Where Do the Funds Come From?



GENERAL FUND OPERATING REVENUE

Line Item Prefix: 001-0000-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
311-31110	Current & Delinquent Real/Pers. Property	6,549,630	6,633,544	6,315,887	6,315,887	6,798,011
TOTAL	Total Ad valorem Property Taxes	6,549,630	6,633,544	6,315,887	6,315,887	6,798,011
314-31410	Electric Utility	862,869	888,633	859,975	865,374	874,028
314-31480	Gas Utility	41,511	44,149	41,777	42,382	41,958
315-31500	Communications Services Taxes	296,536	288,500	285,352	287,743	284,866
TOTAL	Utility Fees	1,200,916	1,221,282	1,187,104	1,195,499	1,200,851
323-32310	Electric Franchise	612,796	616,187	614,956	627,600	633,876
323-32370	Solid Waste Franchise	54,837	46,180	41,000	48,463	50,886
323-32395	Towing Franchise	8,551	6,167	6,866	6,736	6,803
TOTAL	Franchise Fees	676,184	668,533	662,822	682,799	691,566
316-31600	Business Tax Receipts	7,918	8,088	7,183	8,506	8,083
322-32200	Building Permits - Regulatory Fees	86,461	86,379	63,636	99,099	84,234
322-32207	Building Permits - Contractor	753,924	945,431	636,364	900,901	765,766
322-32225	Building Permits - SWR	251,299	315,145	212,121	300,300	255,255
322-32240	Building Permits - Admin Fees	47,273	41,117	25,455	36,036	30,631
322-32290	Fire Inspection Service & Fees	14,840	15,067	14,000	13,079	14,000
329-32901	Planning & Zoning Review Fees	124,720	218,785	154,000	210,000	215,000
324-32461	Impact Fee-Residential-Parks/Recreation	26,180	12,445	9,744	23,292	13,804
329-32905	In House Engineering/Fire Review Fees	72,696	80,440	60,000	82,857	70,428
329-32909	Lobbyist Fees / Registrations	200	500	200	150	200
329-32910	Certificate of Use Registration	1,360	1,040	960	880	800
TOTAL	Permits/Licenses/Inspection	1,386,870	1,724,439	1,183,663	1,675,100	1,458,201
331-33120	U.S. Public Safety Grant	36,340	2,313	116,388	116,388	-
331-33151	Fed Grant-Eco. Envir.-FEMA\Hurr Irma&Dorian	69,371	3,486	-	-	-
332-33200	Other Financial Assistance-Federal Source	-	-	-	80	-
332-33201	Other Financial Assistance-County Source	-	-	-	62,910	-
334-33420	State Grant - Public Safety	-	-	1,073	1,073	-
334-33451	State Grat-Eco. Envir.-FEMA\Hurr Irma&Dorian	5,999	581	-	-	-
335-33512	State Revenue Sharing (Sales Tax)	129,040	125,496	86,800	114,079	119,783
335-33515	Beverage License	2,313	1,994	1,994	2,209	2,209
335-33518	State 1/2 Cent Sales Tax	521,618	470,633	391,320	474,600	497,304
TOTAL	Intergovernmental - Federal/State/Other	764,680	604,504	597,575	771,339	619,296
341-34191	Election Qualifying Fees	-	700	-	-	-
342-34260	Fire Rescue (Ambulance) Fees	116,945	108,622	96,157	138,956	108,000
347-34720	Parks/Rec & Open Spaces Serv Charge	10,210	2,908	5,816	500	7,658
TOTAL	Services Revenues	127,155	112,230	101,973	139,456	115,658
351-35150	Traffic Judgment/Fines	166,010	106,790	92,400	33,872	67,744
354-35402	False Alarm Fines	1,750	2,600	2,500	6,647	2,500
358-35820	Law Enforcement Seizures	974	-	-	135	-
359-35901	Code Enforcement/Lien Recovery	110,613	59,458	75,000	36,999	75,000
359-35902	Code Enforcement/Lien Recovery-Legal	72,266	137,171	50,000	605,265	50,000
TOTAL	Fines & Forfeitures	351,614	306,019	219,900	682,918	195,244
325-32520	Special Assessment Fire	2,154,204	2,016,750	2,686,284	2,686,284	2,853,018
361-36110	Interest Earnings	133,978	76,052	58,522	24,930	20,420
362-36210	Cell Tower	66,028	68,189	70,437	70,437	72,774
364-36400	Disposition of Fixed Assets	526	21,125	-	2,400	-
366-36620	Contrib/Donation for Educa/Scholarships	34,200	34,200	20,000	32,500	20,000
369-36990	Other Misc Revenues	20,400	28,520	24,900	16,036	16,500
382-38240	Reimbursement/Contrib from Solid Waste	258,313	251,160	263,917	263,917	243,032
399-39900	Appropriated Fund Balance	-	-	587,026	587,026	332,040
TOTAL	Miscellaneous Revenues	2,667,649	2,495,997	3,711,086	3,683,530	3,557,784
GRAND TOTAL		13,724,698	13,766,547	13,980,010	15,146,528	14,636,611

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 1.0443%.

For FY 2021, the Town of Southwest Ranches' Mayor and Town Council adopted a total rate of 4.2500 representing the Town's operating rate of 4.2500 plus a TSDOR CIP rate of 0.0000. For FY 2022, the Town of Southwest Ranches proposes a total rate of 4.2500 representing the Town's operating rate of 4.2500 plus 0.0000 pertaining to the TSDOR CIP rate.

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 \$1,675,100 in General Fund revenues for FY 2021 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 \$771,339 in General Fund revenues for FY 2021 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 2022 general fund fines and forfeitures are proposed at \$195,244.

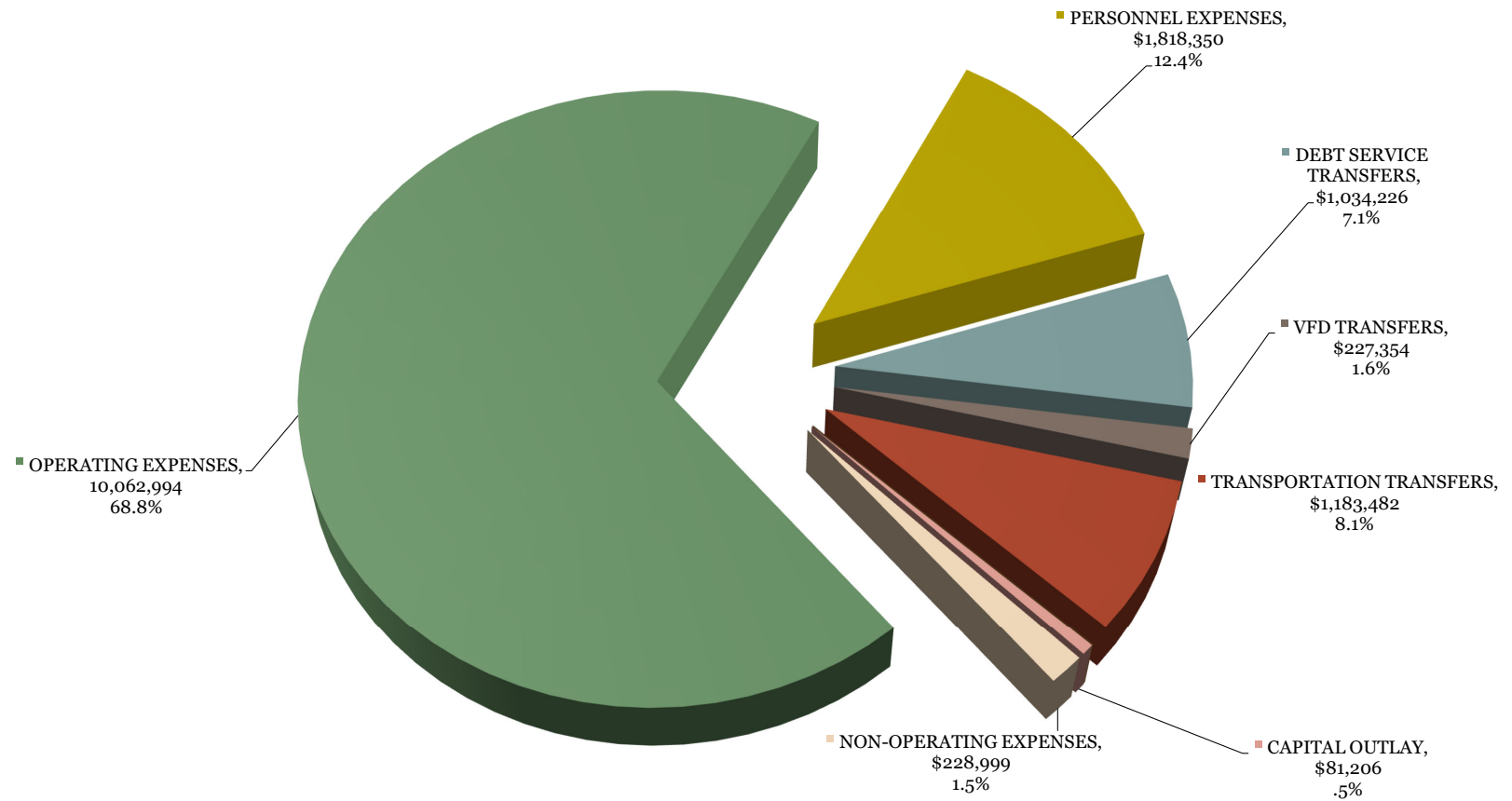
Miscellaneous Revenues

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 2021, staff anticipates \$3,683,530 in miscellaneous revenues. In FY 2022 staff projects \$3,557,784 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 2021, staff anticipates the use of \$88,513, \$17,500 and \$481,013 in restricted, assigned and unassigned fund balance, respectively. For FY 2022 Town proposes the use of \$30,000, \$0 and \$302,040 in restricted, assigned and unassigned Fund Balance, respectively.

Total General Fund \$14,636,611
Where Do the Funds Go?



GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
12100	Regular Salaries & Wages	1,155,141	1,184,316	1,240,102	1,249,909	1,389,230
13100	Part-Time Salaries & Wages	25,235	29,567	30,462	31,245	47,857
14100	Overtime	2,143	465	2,409	-	1,817
525-14100	Overtime - Emergency	4,244	-	-	-	-
21100	Payroll Taxes	82,636	86,842	93,849	95,368	106,976
22100	Retirement Contribution	74,854	77,151	80,961	81,452	115,643
23100	Life & Health Insurance	102,693	98,224	116,457	116,037	138,447
24100	Workers Compensation	14,898	7,205	15,719	15,734	18,381
25100	Unemployment Compensation	-	118	-	-	-
TOTAL	PERSONNEL EXPENSES	1,461,842	1,483,889	1,579,959	1,589,746	1,818,350
31010	Professional Services	128,152	244,888	184,282	224,404	201,600
31020	Lawsuits and Prosecutions	37,864	32,668	225,000	66,951	155,000
31030	Lawsuits - Code Enforcement	292,887	290,070	150,000	266,041	200,000
31040	Lawsuits - Planning and Zoning	3,133	5,382	5,000	5,250	5,000
31090	Lobbyist	48,000	48,000	48,000	48,000	48,000
32100	Accounting and Auditing	48,375	40,460	46,575	40,090	50,500
34100	Other Contractual Services	7,148,517	7,658,817	7,649,854	7,944,877	8,193,251
34300	Other Contractual Svcs - P&Z Permits	48,199	88,553	80,000	120,000	130,000
34310	Other Contractual Svcs - P&Z Hearings	61,972	119,142	74,000	90,000	85,000
34320	Other Contractual Svcs - P&Z Town Req	15,221	14,607	18,500	28,000	24,000
34330	Other Contractual Svcs - P&Z Land Use	15,833	19,223	30,000	30,000	35,000
40100	Mileage Reimbursement	779	1,686	1,400	1,475	1,500
41100	Telecommunications	23,735	19,920	31,805	35,600	33,600
525-41100	Telecommunications - Emergency	-	1,922	-	9,600	-
42100	Postage	20,190	19,686	22,500	23,000	23,500
43100	Electricity	39,490	33,579	44,662	38,000	47,500
43110	Water & Sewer	16,185	15,444	22,500	33,000	34,263
44020	Building Rental/Leasing	3,506	3,504	3,600	3,780	4,000
44030	Equipment Leasing	19,144	15,327	16,163	13,500	15,500
45100	Property and Liability Insurance	98,159	112,157	114,000	117,000	121,000
46010	Maintenance Service/Repair Contracts	12,422	13,032	16,000	16,000	20,500
46020	Building Maintenance	19,785	17,575	37,000	33,000	25,200
525-46020	Building Maintenance - Emergency	-	1,150	-	10,965	-
46030	Equipment Maintenance	32,502	33,643	68,245	80,081	54,440
46040	Grounds Maintenance-Parks	183,665	196,771	201,220	201,220	204,621
46050	Tree Maintenance/Preservation	32,375	34,700	34,650	34,650	35,000
46060	Lake Maintenance	16,655	17,880	17,880	17,880	54,920
46110	Miscellaneous Maintenance	18,695	24,322	42,670	42,270	10,300
525-46110	Miscellaneous Maint - Emergency	-	669	-	-	-
46120	Vehicle Maintenance	22,511	24,617	15,000	22,500	22,500
46500	Software Maintenance	40,137	52,251	54,720	54,320	63,889
525-46500	Software Maintenance - Emergency	-	300	-	-	-
48100	Promotional Activities/Newsletter	23,543	24,307	25,000	26,000	26,000
48110	Promotional Activities/Town Events	16,529	25,977	32,470	8,300	26,195
49100	Other Current Charges	129	759	9,000	4,360	3,500
49110	Legal Advertisement	11,974	27,366	13,500	10,000	13,500

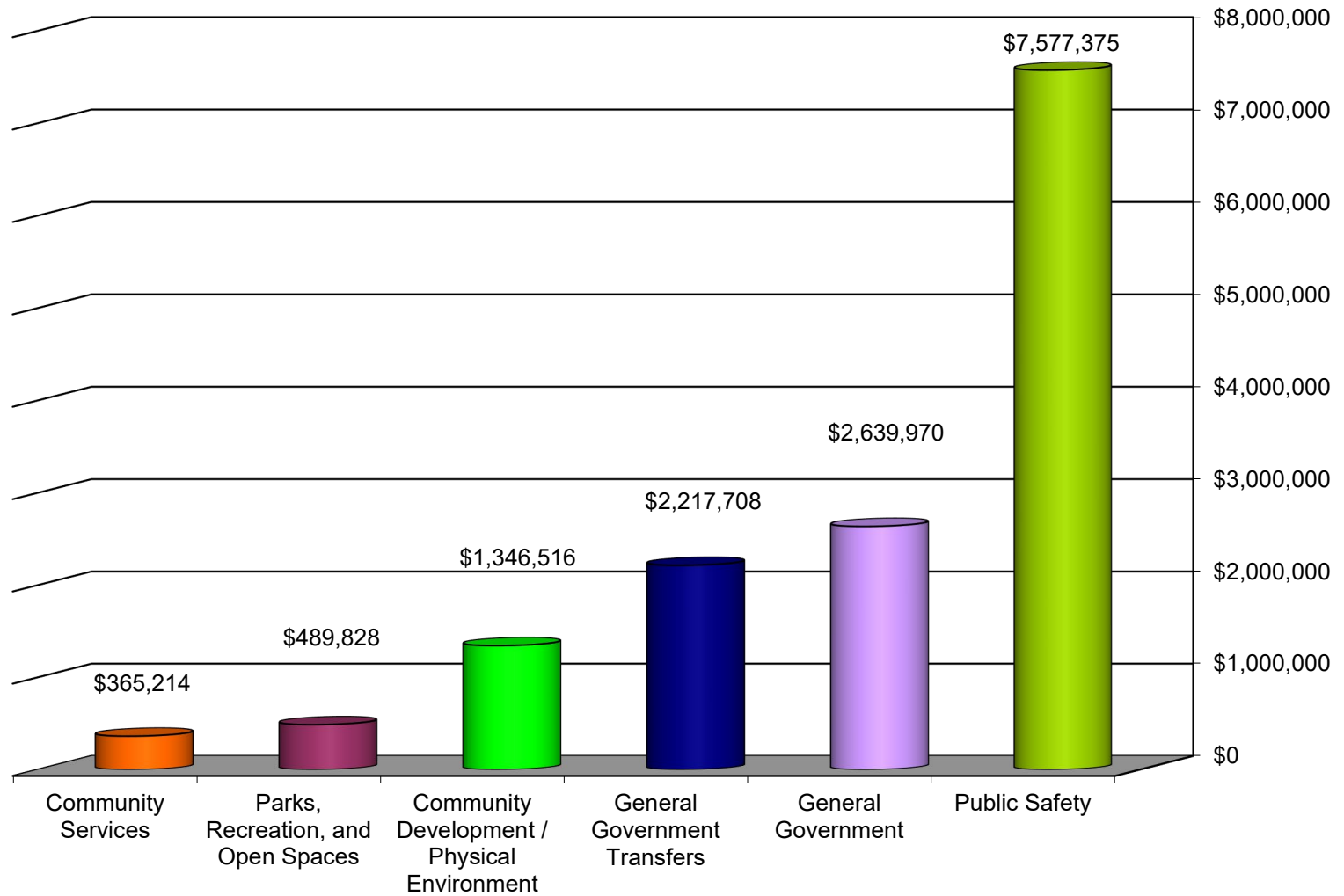
GENERAL FUND EXPENDITURE SUMMARY BY TYPE

Line Item		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
51100	Office Supplies	22,876	18,946	21,500	20,000	21,500
525-51100	Office Supplies - Emergency	-	7,697	-	6,500	-
52140	Uniforms	279	784	2,000	1,400	2,000
52160	Gasoline	11,754	7,978	14,405	10,000	15,000
52900	Miscellaneous Operating Supplies	14,944	11,935	15,400	14,400	15,000
525-52900	Misc Op Supp - Emergency	-	356	-	15,345	-
54100	Subscriptions and Memberships	6,697	6,939	9,765	7,753	9,565
55100	Training and Education	5,801	5,117	13,800	9,200	14,300
55200	Conferences and Seminars	16,948	3,131	16,350	6,600	16,850
525-55200	Conferences and Seminars - Emergency	-	-	-	26	-
TOTAL	OPERATING EXPENSES	8,579,560	9,343,235	9,428,416	9,791,338	10,062,994
63120	Infrastructure - Fire Wells	4,560	17,610	24,318	20,000	30,000
64100	Machinery and Equipment	182,235	35,565	651,225	636,909	51,206
525-64100	Machinery and Equipment - Emergency	-	11,332	-	8,474	-
TOTAL	CAPITAL OUTLAY	186,795	64,507	675,543	665,383	81,206
82100	Aid to Private Organizations	41,390	61,624	27,100	39,600	27,100
91101	Transfers to Transportation Fund	904,938	1,322,404	582,090	582,090	1,183,482
91102	Transfers to Volunteer Fire Fund	182,892	195,013	223,768	223,768	227,354
91201	Transfers to Debt Service Fund	1,055,972	1,028,791	1,304,655	1,304,656	1,034,226
91301	Transfers to Capital Projects Fund	241,095	72,000	-	-	-
99100	Contingency-Operating	-	-	101,979	-	128,899
99100	Contingency-TW Vehicle Program	-	-	17,500	-	17,500
99100	Contingency - Fire Apparatus Replace	-	-	39,000	-	55,500
TOTAL	NON-OPERATING EXPENSES	2,426,287	2,679,832	2,296,092	2,150,114	2,674,061
TOTAL	GENERAL FUND	12,654,484	13,571,464	13,980,010	14,196,580	14,636,611

General Fund Expenditure Summary by Department

Department	FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Legislative	173,851	184,398	176,587	179,025	152,587
Town Attorney	436,597	512,358	525,000	527,046	525,000
Executive	509,331	544,872	560,732	541,041	601,516
Finance & Budget	439,038	430,754	469,348	468,794	537,231
Town Clerk	249,731	267,623	305,796	299,940	327,693
Building Services	839,668	1,031,931	700,000	1,000,000	850,000
Code Dev : Code Enforce & Zoning	267,627	306,931	302,016	342,016	352,016
Planning Services	93,026	153,647	123,000	148,000	144,500
Public Works : Engineering & C.S.	251,129	239,010	280,751	275,484	365,214
Public Safety - Police	2,722,974	2,899,711	3,389,763	3,386,430	3,288,289
Public Safety - Fire Admin+VF Svcs	3,786,016	3,856,064	4,247,405	4,217,486	4,289,085
Parks, Recreation and Open Spaces	386,701	407,635	482,222	486,692	489,828
Non-Departmental	2,498,795	2,736,528	2,417,390	2,324,627	2,713,651
Total	12,654,484	13,571,464	13,980,010	14,196,580	14,636,611

General Fund Expenditures by Function



Legislative Department

Services, Functions, and Activities:

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

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

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

Personnel Complement

Position Title	Adopted FY 2021			Proposed FY 2022		
	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 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	63,000	61,000	63,000	63,000	63,000
21100	Payroll Taxes	4,820	4,667	4,820	4,820	4,820
24100	Workers Compensation	1,667	784	1,667	1,667	1,667
TOTAL	PERSONNEL EXPENSES	69,487	66,450	69,487	69,487	69,487
31090	Lobbyist	48,000	48,000	48,000	48,000	48,000
34100	Other Contractual Services	5,550	5,825	3,000	2,000	1,500
40100	Mileage Reimbursement	-	-	1,000	-	1,000
49100	Other Current Charges	61	61	1,000	1,000	-
54100	Subscriptions and Memberships	2,032	938	2,000	938	1,000
55200	Conferences & Seminars	7,331	1,501	3,500	2,000	3,000
TOTAL	OPERATING EXPENSES	62,974	56,324	58,500	53,938	54,500
64100	Machinery and Equipment	-	-	20,000	16,000	-
TOTAL	CAPITAL OUTLAY	-	-	20,000	16,000	-
82100	Other Grants/Aid	41,390	61,624	27,100	39,600	27,100
99100	Contingency	-	-	1,500	-	1,500
TOTAL	NON-OPERATING EXPENSES	41,390	61,624	28,600	39,600	28,600
TOTAL	Department Total	173,851	184,398	176,587	179,025	152,587

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
64100	(\$4,000)	Council Chamber cameras cost was lower than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
64100	(\$16,000)	Council Chamber Cameras fully installed during FY21

Town Attorney Department

Services, Functions, and Activities:

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

FY 2020/2021 Accomplishments:

- Represent the Town in Municipal Prosecutions
 - SWR v. Sanso
 - SWR v. Williams

- Represent the Town in ongoing litigation of the following cases:
 - SWR v. Meyers
 - SWR v. Perez
 - SWR v. Prince
 - SWR v. Morales
 - SWR v. Leon/Cabrera
 - SWR v. Goodman
 - SWR v. Arce
 - SWR v. City of Pembroke Pines

- Successfully defended the Town of Southwest Ranches in the following cases:
 - Page v. SWR
 - Dania v. SWR
 - Diamond Eye v. SWR
- Successfully prevailed in Money Judgment Cases:
 - SWR v. Williams
 - SWR v. Prince
 - SWR v. Padilla
- Ongoing litigation defense of the Town on the following cases:
 - Wells Fargo v. Caprio
 - US Bank v. Monnot
 - NG Solutions v. Garcia
 - Layfield v. McKay/SWR
 - West Coast v. Hames
- Successfully obtained Money Judgments more than \$600,000.
- Collected, with the assistance of Code Enforcement, over \$190,000 in code enforcement fines.
- Drafted numerous procurements and related contracts.
- Worked on obtaining legislative appropriations nearing \$1 million dollars.
- Worked with the Florida Legislature to adopt language relating to annexation.

Issues (21/22):

- Continue to find ways to resolve and to better protect the Town relating to legal issues with surrounding Municipalities pertaining to growth and development.
- Continue to provide counsel and to draft Ordinances and Resolutions requested by the Council to preserve and to protect the Town's rural lifestyle.
- Continue to draft contracts requiring legal expertise including those relating to the provision of public services.
- Work to resolve in advance or to bring to conclusion all pending litigation in the most cost effective and timely manner.
- Obtain new non-advalorem revenue opportunities, 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 2021/2022 Performance Objectives:

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

Town Attorney Department Expenditures

Line Item Prefix: 001-1200-514-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Account Description					
31010	Professional Services	102,713	184,239	145,000	188,804	165,000
31020	Lawsuits & Prosecutions - General	37,864	32,668	225,000	66,951	155,000
31030	Lawsuits - Code Compliance	292,887	290,070	150,000	266,041	200,000
31040	Lawsuits - Planning & Zoning	3,133	5,382	5,000	5,250	5,000
TOTAL	OPERATING EXPENSES	436,597	512,358	525,000	527,046	525,000
TOTAL	Department Total	436,597	512,358	525,000	527,046	525,000

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
31010	\$43,804	Regulatory compliance for Surtax and Covid + purchasing manual revision
31020	(\$158,049)	Lower due to less lawsuits than anticipated
31030	\$116,041	Higher Code Compliance activity offset by increased cost recovery

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
31010	(\$23,804)	Reduced regulatory compliance anticipated
31020	\$88,049	Higher lawsuits & prosecution activity projected in FY 2022
31030	(\$66,041)	Less code compliance than anticipated

Executive Department

Services, Functions, and Activities:

The Town Administrator, and 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 2020/2021 Accomplishments:

- Implemented the Town's Strategic Plan and resident survey for 2021.
- Activated Emergency Orders from Town Administrator in relation to COVID-19.
- Provided leadership and Emergency management operations during the COVID-19 pandemic.
- Secured personal protective equipment (PPE) for Town staff and Fire Department staff.
- Ensured Town was eligible to receive appropriate funding related to CARES Act and FDLE Act related to Covid-19 Expenses.
- Submitted FEMA grant application for COVID-19.
- Completed the Town's Comprehensive Emergency Management Plan (CEMP).
- Completed the Town's Continuity of Operations Plan (COOP).
- Continue to develop and implement and update the Town's Operational Policies and Procedures and Employee Handbook.
- Successfully prepared with Finance & Budget department and presented a balanced Budget for 2021.
- Worked with our Lobbyists to secure funding during the Legislative Session.
- Participated in Broward County Solid Waste Technical Authority with representation for the Working Group (WG) and Technical Advisory Committee (TAC).

Committee (TAC) and Working Group to research opportunities for cooperative solid waste disposal sites.

- Oversight of Code Compliance, Building Department, Davie Fire Rescue, SWR VFD and Davie Police.
- Continue to work on an official Town-wide Administrative Policies, Directives and Procedures (APDP) project. (ongoing, year-round project).
- Police Service aide contract transition.
- Initiated the Code Enforcement/Zoning Department leadership transition.
- Census 2020 – the Town has the 6th highest response rate of all the cities in Broward County and surpassed the Town's 2010 response rate.
- Completed the Town hall Generator retrofit.
- Complete the Town Hall facility painting project.
- Completed additional preventive security measures at Town Hall including providing plexiglass partitions, secured access points and hand sanitizing stations in Town Hall, Council Chambers, and other Town facilities.
- Secured Agreement to replace five (5) Air Conditioning (A/C) units for Town Hall.
- Retrofitted all Town owned AC units with *Iwave* – air sanitizing units.
- Secured new service agreements for A/C units for all Town facilities and well water testing and maintenance.
- Brought the Rural Public Arts signage design to the Council for approval.
- Secured a new Town Vehicle through State contract.

Fiscal Year 2020/2021 Issues

- Manage continued response to COVID-19 health and fiscal challenges and Town-wide impacts.
- Continue the management of the TSDOR capital improvement project.
- Oversee implementation of Public Private Partnership (P3) on Town-owned 25 acres.
- Increase training opportunities for staff.
- Pursue grants and other funding options to increase operational effectiveness.
- Ensure compliance with FEMA and FDERM guidelines to maximize Town reimbursement.

Fiscal Year 2021/2022 Performance Objectives: (* - strategic plan initiative)

- Analyze and implement Strategic Plan findings. *
- Maximize effectiveness of P3 partnership. *
- Continue Long-term development of the TSDOR-roadway repaving plan. *
- Organize and hold a successful twentieth (20th) Town Anniversary celebration postponed due to the COVID-19 pandemic.
- 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:

	Adopted FY 2021			Proposed FY 2022		
Position Title	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			2	
Total	4	1		4	2	

Executive Department Expenditures

Line Item Prefix: 001-1400-512-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Code Suffix	Object Description					
12100	Regular Salaries & Wages	344,791	367,891	374,389	374,388	389,082
13100	Part-Time Salaries & Wages	13,483	17,042	17,072	17,725	33,796
14100	Overtime	-	465	1,739	-	1,817
525-14100	Overtime - Emergency	3,000	-	-	-	-
21100	Payroll Taxes	24,050	26,162	26,546	27,356	29,388
22100	Retirement Contribution	25,590	27,542	27,989	27,989	36,896
23100	Life & Health Insurance	37,017	37,600	37,173	36,931	38,525
24100	Workers Compensation	1,311	619	1,399	1,402	1,512
TOTAL	PERSONNEL EXPENSES	449,242	477,320	486,307	485,791	531,016
31010	Professional Services	5,465	4,800	5,000	5,000	5,000
40100	Mileage Reimbursement	-	-	150	-	-
42100	Postage - Newsletter	10,027	9,316	12,000	12,500	12,500
48100	Promotional Activities / Newsletter	23,543	24,307	25,000	26,000	26,000
48110	Promotional Activities / Town Events	16,529	25,977	23,275	8,000	17,000
54100	Subscriptions and Memberships	1,700	3,053	2,000	2,750	3,000
55100	Training and Education	285	99	2,000	500	2,000
55200	Conferences and Seminars	2,541	-	3,500	500	3,500
TOTAL	OPERATING EXPENSES	60,089	67,552	72,925	55,250	69,000
99100	Contingency	-	-	1,500	-	1,500
TOTAL	NON-OPERATING EXPENSES	-	-	1,500	-	1,500
TOTAL	Department Total	509,331	544,872	560,732	541,041	601,516

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
48110	(\$15,275)	Lower due to decreased Town Events caused by Covid-19
55200	(\$3,000)	Lower conference and seminars than anticipated due to Covid-19

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
13100	\$16,071	Higher due to proposed hire of part time Admin Asst
48110	\$9,000	Accommodate reinstatement of Town Events for FY22
55200	\$3,000	Replenish conference / training post Covid environment

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Increase in Customer Service Staff: Administrative Assistant (PT)

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	Executive	General	1	\$16,794

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 and 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 as well as recent expansion to support Public Works with Solid Waste customer service have grown to require additional hours of assistance from the Administrative Specialist away from the rigors of front desk duties.

During the past five (5) 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. During the Coronavirus pandemic, there have been no volunteers providing this service and they have informed us they are no longer available. Currently the Town has employed a part-time CS Admin Assist at the front desk working 25 hours per week. The most fiscally sound solution would be to add a second part-time CS Admin Asst at twenty (20) 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-five (45) hours per week (not to exceed 2,340 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.

(up to \$15 per hour x 4 hours per day x 5 days per week x 52 weeks = \$15,600)

Required Resources

Line item	Title or Description of request	Cost
001-1400-512-13100	Part-Time Salaries & Wages	\$15,600
001-1400-512-21100	Payroll Taxes	\$1,194

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Town of Southwest Ranches 20th – REBOOT 2.0 Anniversary Celebration

Department Name	Division Name	Fund	Priority	Fiscal Impact
Executive	N/A	Executive	2	\$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's 2020- 2021, 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.

Since this has been funded previously but deferred due to the Covid-19 pandemic, it is proposed that this one-time, epic event have no impact on TRIM/Milage and utilize unassigned General Fund Fund Balance.

Alternative/Adverse Impacts if not funded:

This event was funded previously but was postponed due to the Covid-19 pandemic crises until the Fall of 2020, and is recommended to be reappropriated in the FY 2022 budget.

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 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; cost control; prevention of errors and frauds; compliance with generally accepted accounting principles; compliance with Federal, State, and Town laws and ordinances; cash management; deposits; and payroll functions.

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. Management and evaluation of employees' performance records and files. Evaluate and recommend all employee benefit proposals annually as submitted by the Town agent of record.

Budgeting responsibilities include: Development, revision, publication, managing the adoption process, implementation, monitoring the budget throughout the year, including budget adjustments, purchase order maintenance, 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 and/or refinancing 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, assisting with the creation of policies and procedures

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

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.

FY 2020/2021 Accomplishments (*strategic plan initiatives):

- Timely filed an award eligible Comprehensive Annual Financial Report (CAFR) for FY 2020 without external audit management comments or weaknesses in internal controls.*
- Received no violations or exceptions by the Florida Department of Revenue regarding Budget millage certification and therefore in full compliance with all millage levy requirements pursuant to Florida Statutes.*
- Successfully refinanced and lowered our existing 3.25% interest only Series 2016 debt service to a 1.92% Series 2021 straight amortization. Also, successfully complied with imposed debt service covenants.
- Continued to provide a quarterly expense to budget analysis to Town Council and interested parties on the Town's financial condition*.
- Significantly modified Building permitting cash receipt processing to accept credit card payments.
- 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 2020 IRS form 990 for the Southwest Ranches Volunteer Fire Rescue, Inc
- Coordinated, reviewed and timely filed FY 2020 IRS form 990 for the Southwest Ranches Historical Society.
- Prepared and timely filed FY 2020 Office of Economic & Demographic Research (EDR) reports

- Added one (1) new detailed accounting policy and procedures to the existing departmental manual and updated the Purchase order document with new required regulations to better protect the Town.
- Continued to successfully manage a segregated operating millage into two components: Regular operating and TSDOR*.
- Distributed a “budget brief” pamphlet providing residents and users an overview of FY 2021 adopted budget.
- Participated in the Broward County Solid Waste Technical Advisory Committee to research opportunities for cooperative solid waste disposal and recycling sites.
- Coordinated, instituted, and implemented a fire protection assessment consultant and an updated 2021 methodology study.
- Commenced reimbursement/collection of COVID-19, CARES ACT Funding pursuant to our adopted Broward County interlocal agreement.
- Participated in the Broward County Transportation Surtax (k/k/a Mobility Advancement) Program with Engineering to ensure compliance with new procurement rules and regulations.
- Formally solicited first Surtax funded project for Drainage Improvements on SW50th & SW 182nd Terrance.
- Acted as a Town Representative and Broward Mayor Steve Geller designated representative to the Broward County Office of Economic Development and Small Business Advisory Council (OEDSB).
- Implemented online competitive bidding for all Town procurements resulting in an increased number of bids received from vendors and reduced costs.
- Initiated a total of fourteen (14) with ultimately processing eleven (11) competitive procurements resulting in a Townwide expenditure savings of \$1,219,635.
- Developed and submitted a major revision of the Purchasing Manual to the Legal Department for review.
- Reached Hurricane Irma and Hurricane Dorian FEMA and F-DOR “close-out” status

Issues:

- Manage continued response to COVID-19: CARES Act, FDLE and FEMA fiscal funding and their resulting budget challenges and Townwide impacts.
- 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.
- Management of 330 vendors, their respective W9s, insurance certificates, bonds, contract renewals, new legal regulation requirements is all processed manually resulting in challenges to stay ahead of expiration dates
- 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 2021/2022 Performance Objectives:

- To assist with the timing & segregation of funding for newly approved Transportation capital project infrastructure (TSDOR & Drainage Mobility Advancement Program and State Appropriation Grant) needs.
- To expand and increase existing Abila financial software functionalities and controls to increase performance and efficiencies.
- To improve town procurement by leveraging technology to lower costs, reduce risk, and pursue innovative methods to increase quality and value of bids.
- To manage all approved existing and/or refinanced debt issuance required to fund capital improvements.
- Continue to comply with all financial aspects of covid-19 including Cares Act, FDLE and FEMA reimbursement.
- Implement & comply with an updated 2021 fire assessment methodology study.
- Comply with financial aspects of the Solid & Bulk Waste and Recycling services contract.
- Adoption by Council of a revised purchasing ordinance to assist procurement policy and procedures Townwide.
- Continue to facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

Personnel Complement:

Position Title	Adopted FY 2021			Proposed FY 2022		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Financial Administrator	1			1		
Controller	1			1		
Sr. Procurement & Budget Officer	1			1		
Accountant	1			1		
Records & Administrative Coordinator	-			.5		
Total	4			4.5		

Finance and Budget Department Expenditures

Line Item Prefix: 001-1600-513-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Code Suffix	Object Description					
12100	Regular Salaries & Wages	309,179	311,905	325,870	335,597	369,021
14100	Overtime	2,143	-	-	-	-
525-14100	Overtime - Emergency	634	-	-	-	-
21100	Payroll Taxes	22,200	22,505	24,929	25,673	28,230
22100	Retirement Contribution	21,817	21,750	22,885	23,372	32,687
23100	Life & Health Insurance	30,312	26,700	39,424	39,336	45,473
24100	Workers Compensation	1,115	625	1,165	1,200	1,319
TOTAL	PERSONNEL EXPENSES	387,400	383,487	414,273	425,178	476,731
31010	Professional Services	-	2,843	-	-	-
32100	Accounting and Auditing	48,375	40,460	46,575	40,090	50,500
49100	Other Current Charges	-	-	1,000	-	1,000
54100	Subscriptions and Memberships	1,405	1,275	2,000	1,500	2,000
55100	Training and Education	388	2,690	1,500	2,000	2,000
55200	Conferences and Seminars	1,471	-	2,500	-	3,500
525-55200	Conference and Seminars - Emerg	-	-	-	26	
TOTAL	OPERATING EXPENSES	51,639	47,268	53,575	43,616	59,000
99100	Contingency	-	-	1,500	-	1,500
TOTAL	NON-OPERATING EXPENSES	-	-	1,500	-	1,500
TOTAL	Department Total	439,038	430,754	469,348	468,794	537,231

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
32100	(\$6,485)	Lower auditing expenses than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
12100	\$33,424	Higher due to proposed hire of Record and Admin Coordinator (50%)
32100	\$10,410	Increases to accommodate multiple State and Federal single audits

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Records & Administrative Coordinator

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk/Finance & Budget	Town Clerk/Finance & Budget	General	1	\$55,400

Justification and Description

This request is for the establishment of a Records & Administrative Coordinator (RAC) position under the direction of the Assistant Town Administrator/Town Clerk & Town Financial Administrator. This position was once primarily funded and was reclassified to the Deputy Town Clerk position in 2015. Since 2015, the responsibilities of both the Town Clerk and the Deputy Town Clerk have expanded greatly and the Town's comprehensive records management needs are not able to be adequately addressed. Additionally, the Finance & Budget Department has increased procurement, finance/annual report, budget compiling, reporting and publication requirements preventing timely completion. The primary responsibility of this position will be to manage all of the Town's records (including Finance & Budget, Engineering, Code Compliance and Building) in accordance with rules promulgated by the State of Florida Division of Library and Information Services. The Town was formulated in 2000 and thousands of cubic feet of records have been created. While efforts have been made to purge records that have met their retention as established by law, hundreds of cubic feet of records remain. The RAC will also ensure that records are managed and disposed of in accordance with state law. In addition, the RAC will assist in revising the Town's records management policy, training program and assist and expand GIS functions. Lastly, this position will process records requests which have increased in number as the Town has provided enhanced levels of municipal services and it is proposed that and Legal counsel has opined that up to 20% of this position could be funded via restricted building admin & tech revenues received annually.

Alternative/Adverse Impacts if not funded:

If not funded, the Town will continue to stockpile records that do not need to be kept. This is problematic in that these records could create a liability to the Town if these records are subpoenaed. Additionally, the adopted Budget book and Annual financial reports will continue to be delayed. The revision of the records management policy and training program will ensure that records are not prematurely disposed of. Additionally, the ever-increasing number of physical records has rendered the current file room unusable. In fact, many obsolete physical records are held that the Town has external storage unit costs of \$3,600+ annually. Additional records will require the Town to acquire a larger external storage unit at additional costs.

Required Resources

Line item	Title or Description of request	Cost
001-1800&1600-512/513-12100	Records & Administrative Coordinator	\$40,000
001-1800&1600-512/513-2xxxx	Fringe Benefits	\$15,400

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

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

The Deputy Town Clerk can perform all responsibilities of the Town Clerk in their absence. The Deputy Town Clerk also serves as the Staff Liaison for the School and Education Advisory Board (SEAB). Information Technology responsibilities comprise active management of daily computer resource reliability and efficient utilization. It also includes managing the Interlocal Agreement for IT services with the City of Tamarac. Also, within the scope of this responsibility are tasks such as evaluating, managing, planning, budgeting for information technology needs, including Town website content.

Fiscal Year 2020/2021 Accomplishments (*strategic plan measures):

- Oversaw the further enhancement of the Geographic Information System (GIS) with the utilization of a contracted vendor to improve service delivery thereby allowing the general public to leverage this system for their individual needs.
- Enhanced the IT infrastructure with the acquisition and deployment of 10 new laptops, 20 new monitors, and 15 MiFi hotspot devices to allow telework of the Town Council and staff, thereby minimizing service disruption during the COVID-19 pandemic.
- Implemented a teleconference solution so that Town Council meetings, advisory board meetings, and staff meetings could be sustained virtually during the COVID-19 pandemic.

- Managed the Town's land lease with Helen Homes/The Palace which realized \$30,000 for the Southwest Ranches Parks Foundation.
- Increased social media presence for Town with more than 1,200 Facebook and 500 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.
- Successfully implemented the electronic campaign reporting system for the November 2020 election.
- Successful update and implementation of Code Supplement 9 and 10 to the Town's Code of Ordinances.
- Received, processed, and completed a total of 51 public records requests from October 2020 to February 24, 2021 while acknowledging these requests within 2 business days 97% of the time, exceeding the performance measures outlined in the Town's Strategic Plan. 145 public records requests were processed for FY 2019-2020.
- Posted 21 meeting notices from October 1, 2020 to February 24, 2020 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:

- Need identified for a Records Coordinator position to help facilitate the efficient management of the Town's records management program. Thousands of Town documents and files have met their retention and cannot be efficiently managed as current staffing precludes efficient management of the records program. This is leading to a backlog of documents that can be destroyed costing the Town in additional off-site storage expenses and potential liability of maintaining custody of records that should be destroyed.
- Need to develop a written disaster plan policy on how records will be preserved during a severe weather event (a Records Coordinator responsibility).
- Need to upgrade the Town surveillance camera system (Budgeted and planned for FY 2021).
- Concern over ADA accessible content on Town website (A website redesign is budgeted and planned for FY 2021).
- Digitization of closed planning contractor permit files.
- Development of a written general public records and email retention policy. (Records Coordinator responsibility).
- Full utilization by Town Council of an electronic agenda is needed.

Fiscal Year 2021/2022 Performance Objectives:

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

Personnel Complement:

Position Title	Adopted FY 2021			Proposed FY 2022		
	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Clerk	1			1		
Deputy Town Clerk	1			1		
Records & Administrative Coordinator	-			.5		
Total	2			2.5		

Town Clerk Department Expenditures

Line Item prefix: 001-1800-512-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	161,187	170,668	176,650	177,400	204,444
525-14100	Overtime - Emergency	202	-	-	-	-
21100	Payroll Taxes	10,247	12,214	13,514	13,571	15,640
22100	Retirement Contribution	13,613	14,229	15,077	15,115	20,647
23100	Life & Health Insurance	8,841	6,801	10,118	10,090	14,825
24100	Workers Compensation	581	273	632	634	731
TOTAL	PERSONNEL EXPENSES	194,671	204,183	215,991	216,810	256,288
34100	Other Contractual Services	33,610	26,880	59,605	59,605	38,505
40100	Mileage Reimbursement	292	-	100	25	100
46500	Software Maintenance	4,800	5,980	6,400	6,000	13,300
49100	Other Current Charges	80	-	4,500	3,000	-
49110	Legal Advertisement	11,974	27,366	13,500	10,000	13,500
54100	Subscriptions and Memberships	705	844	1,200	1,000	1,500
55100	Training and Education	904	739	2,000	1,500	2,000
55200	Conferences and Seminars	2,695	1,631	2,500	2,000	2,500
TOTAL	OPERATING EXPENSES	55,060	63,440	89,805	83,130	71,405
TOTAL	Department Total	249,731	267,623	305,796	299,940	327,693

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
49110	(\$3,500)	Lower due to fewer Public Hearings and legal ads during FY21

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
12100	\$27,044	Higher due to proposed hire of Record and Admin Coordinator (50%)
34100	(\$21,100)	Website redesign completed in FY21
46500	\$7,300	Higher due to soft maint of GIS not previously budgeted for in this acct
49100	(\$3,000)	Lower due to no election expenses scheduled for FY 2022
49110	\$3,500	Higher to accommodate increased Public Hearings in FY 2022

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Records & Administrative Coordinator

Department Name	Division Name	Fund	Priority	Fiscal Impact
Town Clerk/Finance & Budget	Town Clerk/Finance & Budget	General	1	\$55,400

Justification and Description

This request is for the establishment of a Records & Administrative Coordinator (RAC) position under the direction of the Assistant Town Administrator/Town Clerk & Town Financial Administrator. This position was once primarily funded and was reclassified to the Deputy Town Clerk position in 2015. Since 2015, the responsibilities of both the Town Clerk and the Deputy Town Clerk have expanded greatly and the Town's comprehensive records management needs are not able to be adequately addressed. Additionally, the Finance & Budget Department has increased procurement, finance/annual report, budget compiling, reporting and publication requirements preventing timely completion. The primary responsibility of this position will be to manage all of the Town's records (including Finance & Budget, Engineering, Code Compliance and Building) in accordance with rules promulgated by the State of Florida Division of Library and Information Services. The Town was formulated in 2000 and thousands of cubic feet of records have been created. While efforts have been made to purge records that have met their retention as established by law, hundreds of cubic feet of records remain. The RAC will also ensure that records are managed and disposed of in accordance with state law. In addition, the RAC will assist in revising the Town's records management policy, training program and assist and expand GIS functions. Lastly, this position will process records requests which have increased in number as the Town has provided enhanced levels of municipal services and it is proposed that and Legal counsel has opined that up to 20% of this position could be funded via restricted building admin & tech revenues received annually.

Alternative/Adverse Impacts if not funded:

If not funded, the Town will continue to stockpile records that do not need to be kept. This is problematic in that these records could create a liability to the Town if these records are subpoenaed. Additionally, the adopted Budget book and Annual financial reports will continue to be delayed. The revision of the records management policy and training program will ensure that records are not prematurely disposed of. Additionally, the ever-increasing number of physical records has rendered the current file room unusable. In fact, many obsolete physical records are held that the Town has external storage unit costs of \$3,600+ annually. Additional records will require the Town to acquire a larger external storage unit at additional costs.

Required Resources

Line item	Title or Description of request	Cost
001-1800&1600-512/513-12100	Records & Administrative Coordinator	\$40,000
001-1800&1600-512/513-2xxxx	Fringe Benefits	\$15,400

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 protect the health, safety, and welfare of Town residents and businesses through enforcement of building codes and standards. CAP enforces the Florida Building Code (FBC) and other related regulations as well as administers the building permit and inspection process. All CAP's building code professionals are all properly licensed and certified. In addition, CAP's personnel are FEMA certified for flood plain regulation and NIMS certified for emergency services.

CAP ensures that all Building Code personnel:

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

CAP Building Code Responsibilities:

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

FY 2021/2022 Accomplishments:

- Goal 1a, Objective 1: CAP staff acknowledges or responds to all public records and other requests within two (2) business days.
- Goal 2, Objective 2: CAP staff participates in City customer service training sessions as requested. In addition, CAP provides regular customer service training and coaching sessions to CAP staff.
- Goal 2b, Objective 1: 100% of CAP FBC professionals successfully complete continuing education programs and are certified and licensed.
- Goal 2b, Objective 2: The building permit process is now conducted via web-based access, electronic documents and e-processing.
- Goal 3c, Objective 4: CAP FBC professionals are NIMS certified and participate in the Town's Emergency Operations as requested.
- Successfully responded to COVID 19 issues and the Town's related policies while maintaining uninterrupted or delayed building code services.
- Successfully transitioned from an in-person, paper-based process to a web-based, electronic process for permit applications, plan review and inspections.
- Assisted Town Clerk with organizing building plans for scanning into the Town's records management system.
- Maintained a one-week plan review turnaround time for completed applications of new single-family homes.

FY 2021/2022 Issues:

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

FY 2021/2022 Performance Objectives:

- Continue to ensure that all permit applications are processed efficiently and applicants are properly informed and assisted.
- Continue to properly enforce the FBC with quality and responsive customer service.
- Follow-up on expired permits and abandoned applications for code compliance.
- Continue to improve internal departmental operations and controls with SOP's, staff training and management in coordination with Town staff.
- The Building Permit and Inspections page on the Town's website was last updated in 2019. Additional updates and improvements are forthcoming.
- Continue to implement the performance measures from the Town's Strategic Plan.

Building Services Department Expenditures

Line Item Prefix: 001-2100-524-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object Description					
34100	Other Contractual Services	839,668	1,031,931	700,000	1,000,000	850,000
TOTAL	OPERATING EXPENSES	839,668	1,031,931	700,000	1,000,000	850,000
TOTAL	Department Total	839,668	1,031,931	700,000	1,000,000	850,000

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
34100	\$300,000	Higher due to increased residential development than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
34100	(\$150,000)	Lower due to anticipated reduction in residential development

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

Services, Functions, and Activities:

Code Enforcement services and Zoning Plans processing are managed by J.A. MEDINA LLC, a contractual firm consisting of a Community Development Director, Code Enforcement Supervisor, Code Enforcement Officer, Landscape Inspector, and an Administrative Coordinator. This Department is essential in terms of 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, bulk trash, illegal lighting and fill. It is also essential for the protection of property values. Responding to, addressing, and resolving code violations in a timely manner are all imperative to enhancing the quality of life in our Town.

The department provides support and assistance to various departments within Town Hall including the Engineering Department, the Building Department, and the Town Clerk's office. Assistance is given to the engineering department by performing inspections and working together regarding violations pertaining to fill, easements, and berms. Support is provided to the building department by following up on expired permits as well as work performed without permits. The department also reviews any plans that require zoning approval and performs inspections as well. Finally, the department also works with the Town Clerk's office by assisting executing record requests. The Code/Zoning department also works closely with the Broward County Property Tax Appraiser by providing inspections on properties found to have done work without a permit based on the appraiser's findings.

Additionally, the department oversees and facilitates all zoning permit plan reviews for commercial locations, new single-family residences, entire subdivision build outs, additions, detached structures and overall development. The department coordinates all current planning and development review activities including ordinance amendments, rezoning, variances, issuance of certificates of use for local businesses, and zoning inspections. Finally, the department also reviews, inspects and monitors all tree removals, landscaping, property clearing, and irrigation work conducted in the Town.

It is the department's mission to provide as much information as possible to the Town's residents and visitors in an effort to educate them in matters related to potential code violations, sections of the code that affect residents of the Town and any zoning issues that may arise. This mission is accomplished by meeting with residents, dispensing information via the Town's website, and publishing articles in the Town newsletter. By doing this, the department seeks to fulfill its goal, which is to carry out a code enforcement effort that fosters voluntary compliance, and quick correction of violations; thereby maintaining a tranquil and manicured Town, while preserving the rural lifestyle quintessential to Southwest Ranches.

FY 2020/2021 Accomplishments

- Collection of outstanding lien fees that were due to the Town, from violations and citations.
- 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.
- Collection of main roadways signs illegally placed, based on complaints or proactive action.
- Improved plan review process with other Departments by introducing and adapting to Electronic Permit Review.
- Collection of political signs illegally placed, based on complaints or proactively.
- Streamlined a quick turnaround of Zoning inspections as well as Zoning plan review for permits in the community.
- Promoted public safety and awareness by publishing informational articles related to fill, work without a permit, and overgrown properties either developed or vacant that have failed to be maintained.
- Issued 333 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.
- The process for lien searches has been updated to expedite and now have same day turnaround time.
- Code Supervisor has received cross training in zoning aspects to facilitate the needs of the residents and while ensuring coverage.
- 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.
- Hired and trained two new Code Enforcement Officers and ensured certification from the Florida Association of Code Enforcement.
- Assisted in the creation of the noise ordinance.
- Responded to the COVID pandemic by monitoring any gatherings over 10 people and issuing violations when necessary.
- Worked closely with the county to develop a Covid-19 response plan to commercial businesses not following proper COVID regulations which resulted in multiple Code liens.
- Established a “triage” system, with priority levels for all code violations. High priority violations that threaten health and safety (example: pools without fences) get responded to immediately, versus lower priority violations (example: extra shipping container on property) get responded to once high priority violations have been addressed. NOTE: all violations are addressed as soon as possible.

- The Code department as participated in multiple Circuit Court proceedings which have resulted in positive results for both the Town and residents whom have relied on testimony by Code Officers to obtain favorable results.

Strategic Performance Measures

- Reduce response time from when complaints are received (within 24 hours) by improving departmental procedures which would allow Code Officers more time to patrol.
- Reducing turnaround time for Zoning plan review by providing training to various staff.
- Improving customer service skills by providing specific training such as effective communicating, conflict resolution and time management.
- Increase productivity by creating job descriptions to all personnel which outline specific duties and expectations. This also provides benchmarks which allow individual staff members the ability to see whether they are meeting expectations.
- Hold monthly staff meetings to discuss accomplishments, departmental issues and conceptualize ways to improve the department.
- Improving accountability and reducing human error with plan review by introducing a secondary plan reviewer to ensure proper reviews are conducted.
- Improve Code Magistrate hearings by adapting and gaining familiarization with virtual proceedings.

Departmental 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.
- There have been new concerns related to the Night Sky Ordinance. There has been new construction with lighting that is conflictive with the Town's intent to preserve the dark skies.
- 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.
- 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.

- Due to an influx in new construction an increase in permit submittals has created the need to reevaluate the current Zoning fee schedule to determine whether an increase in fees may be required.
- Due to new legislation passed by the State, which provides more protection and rights to farming operations, Code Enforcement will experience an increase in nuisance violations due to the lack of education available to residents as to acceptable agricultural activities.
- Due to the ongoing COVID pandemic, the department has received numerous calls about gatherings with more than 10 people. While the Governor has since made restrictions a little less severe, we expect to receive more calls regarding COVID concerns until it has been eradicated.
- Due to the pandemic, we noticed a delay with mailings. This caused residents to receive violation notices later than they normally would. To amend this, the department began posting all notices of violations in addition to mailing them.

Fiscal Year 2020/2022 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 mitigation.
- Continue constant updating of the compiled tracking list of Town wide properties which are subject to outstanding liens and/or code compliance is an ongoing effort. This list will also provide the necessary information to schedule properties for foreclosure action by the Town to collect outstanding fines and/or negotiate settlements.
- Retrieve signs from right of ways and identify the repeat violators. Create an information log of the responsible parties.
- Continue to enforce and provide information related to bulk to our service provider 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 improperly using them as a staging area.
- 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 email that is sent to the Code Enforcement Director enabling tracking and improved response time.
- Initiate night time inspections to improve the quality of the Night Sky as desired by Council and the residents.
- 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 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object Description					
515-34300	Other Contractual Services-P&Z Permits	48,199	88,553	80,000	120,000	130,000
524-31010	Professional Services	11,113	10,063	12,500	12,500	12,500
524-34100	Other Contractual Services	208,316	208,316	209,516	209,516	209,516
TOTAL	OPERATING EXPENSES	267,627	306,931	302,016	342,016	352,016
TOTAL	Department Total	267,627	306,931	302,016	342,016	352,016

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
515-34300	\$40,000	Higher due to increased zoning performed in FY 2021

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
515-34300	\$10,000	Anticipated increased zoning for FY 2022

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 SEPI, LLC (f/k/a the Mellgren Planning Group). The Planning Department's services include assisting residents in determining how their property may be used or developed; answering development inquiries, which often involves explaining the Town's unique rural lifestyle preservation to developers and real estate interests; explaining platting requirements; processing public hearing items that include land use plan amendments, re-zonings, plats, waivers of plat, site plans, and variances.

The Planning Department also provides technical liaison services to the Comprehensive Plan Advisory Board (CPAB) and provides professional input and testimony to the Town Council concerning planning and development matters. The department administers and maintains the Unified Land Development Code and Comprehensive Plan, the latter of which addresses Future Land Use, Housing, Transportation, Recreation and Open Space, Conservation, Utilities, Public School/Institutional Facilities, Intergovernmental Coordination, and Capital Improvements. SEPI 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 2020/2021 Accomplishments (Strategic Plan initiatives)

- Reviewed and processed 18 public hearing items (10/1/20 – 3/8/21, including several items initiated in FY 2019/2020).
- Issued 8 zoning letters (10/1/20 – 3/8/21).
- Assisted the new Code Enforcement Director in undertaking zoning permit review duties.
- Maintained a database of group homes and sober homes.
- Worked with Administration, Comprehensive Plan Advisory Board and Town Council to advance regulations covering plant nurseries, US 27 zoning regulations, barns and open space on lots, making the rezoning criteria stricter, and coming into compliance with the countywide school planning interlocal agreement.
- Provided support to Town Attorney regarding an emergency injunction on the part of the Town.
- Updated the comprehensive plan regarding school concurrency, eliminating the 16 du/ac land use designation, adopting a new greenways and trails master plan, amending the US Highway 27 Corridor land use plan designation, and updated Water Supply Facilities Plan.

- Continued representing the Town on the staff working Group as mandated by the Interlocal agreement with the Broward County School Board and Broward County Commission.
- Monitored county initiatives that impact the Town, coordinated with Administration, and advocated for the Town.
- Produced quarterly and annual development reports for the School Board as required by Interlocal agreement.
- Coordinated with the Town Administrator and Town Attorney with regard to other potential policy issues.

Issues:

- The Comprehensive Plan has been amended several times since the last update of the Unified Land Development Code, such that the Code is not fully consistent with the Plan as required by Ch. 163. Florida Statutes.
- The Future Land Use Element and Future Land Use Map of the Comprehensive Plan will need to be recertified by the Broward County Planning Council during FY 2020/2021.
- 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. One-half of the amount needed to fund this work has been budgeted for FY 2020/2021 as part of a two-year funding plan. The remaining \$10,000 for FY 2021/2022 is needed to complete the work.
- 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.

FY 2021/2022 Performance Objectives

- 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 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object Description					
34310	Other Contractual Svcs - Public Hearings	61,972	119,142	74,000	90,000	85,000
34320	Other Contractual Svcs - Town Planning	15,221	14,607	18,500	28,000	24,000
34330	Other Contractual Svcs - Land Use Planning	15,833	19,223	30,000	30,000	35,000
49100	Other Current Charges	-	675	500	-	500
TOTAL	OPERATING EXPENSES	93,026	153,647	123,000	148,000	144,500
TOTAL	Department Total	93,026	153,647	123,000	148,000	144,500

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
34310	\$16,000	Higher due to several large scale and complex development proj. still ongoing
34320	\$9,500	Increased activity in the Comp Planning & Advisory than projected

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
34310	(\$5,000)	Lower due to development projects scaling down in FY 2022
34330	\$5,000	Higher due to more CPAB projects anticipated

FUNDED

Town of Southwest Ranches, Florida

FY 2022 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, and it needs to be updated with the 2020 Census data released in late 2021.

The Comprehensive Plan Advisory Board has prioritized this project and the Town's planner agreed to complete it in two (2) stages and over a two (2) fiscal year periods. The total estimated cost is \$20,000. The Town budgeted \$10,000 in FY 2021, and this is the remaining \$10,000. 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.

PHASE I FY 2020-2021 \$10,000 FUNDED

PHASE II FY 2021-2022 \$10,000 **FUNDED**

TOTAL **\$20,000**

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
001-2500-515-34330	Comprehensive Plan Update: Data, Inventory & Analysis	\$10,000

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

Services, Functions, and Activities:

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

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

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

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

Community Services (CS) is also a division of the Public Works Department and identifies all grant sources and develops grant applications for Town departments including Public Works, Fire Rescue & Volunteer Fire Services, Police, and Parks, Recreation and Open Space Departments. Staff manages approved grants and the implementation of programs funded by multiple sources (e.g., Mobility Advancement Program involving Broward

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

FY 2020/2021 Accomplishments:

- Received and processed more than 243 engineering development construction permit applications.
- Led the Town's 2020 Census campaign, which resulted in the sixth highest response rate in Broward County and exceeded the Town's 2010 response rate.
- Awarded the following grants:
 - \$1,223,165 Broward County Surtax for TSDOR: SW 202nd Avenue and its side-streets, SW 201st Terrace, SW 199th Avenue and its side-street, and SW 196th Lane
 - \$737,045 Broward County Surtax for TSDOR: SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, and Holatee Trail (from Stirling Road to Old Sheridan Street).
 - \$124,000 Broward County Surtax for SW 50th Street and SW 182nd Avenue Drainage Project
 - \$12,000 Broward County Surtax for Drainage Improvement on SW 61st Court (Design Only)
 - \$250,000 Rebuild Florida Grant for a Stormwater Master Plan
 - \$1,073 Florida Department of Law Enforcement (FDLE) Grant for Laser Gun
 - \$50,000 Florida Department of Law Enforcement (CESF) Grant for Coronavirus
 - 50,310 in CARES funding for Coronavirus
 - \$5,000 FMIT grant for Fire Station security improvements
 - \$50,310 in CARES funding for Coronavirus
- 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 Phase I and completed design of Phase II of the Dykes Road Drainage Improvements, which was funded by a \$200,000 Florida Department of Environmental Protection grant.

- Completed permitting of a Drainage Improvement Project at SW 182nd Avenue and SW 50th Street.
 - Completed bidding of Drainage Improvement Project on SW 202 Avenue.
 - Completed construction of the Green Meadows Drainage Project, which was funded by a \$500,000 Florida Department of Environmental Protection grant.
 - Completed construction of the Green Meadows Mitigation Project, which was funded by a \$194,000 from Florida Department of Emergency Management – Hurricane Loss Mitigation Program.
- Completed construction of new generator at fire station, which was funded by a \$105,250 Hazard Mitigation Grant from FEMA.
- Completed construction of Town Hall generator retrofit.
- Completed survey, design and bidding of the Hancock Road Guardrail project, which was funded by a \$375,000 FDOT grant.
- 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 construction of the Fiscal Year 2020 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program (SW 188th Avenue and associated side streets).
 - Completed survey and design of the Fiscal Year 2022 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program: SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, and Holatee Trail (from Stirling Road to Old Sheridan Street).
 - Completed Right of Way acquisition of the Fiscal Year 2023 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:
- Completed recertification of CRS Program by FEMA and ISO
 - Submitted the NPDES Annual Report on a timely basis.
- Developed the Town’s Geographic Information System (GIS) program and provided multiple public facing maps that are now on the Town’s website.

Issues:

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

FY 2021/2022 Performance Objectives:

- Maintain CRS rating and requirements.
- Continue development of GIS database and infrastructure within imposed budgetary constraints.
- Complete Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program road construction (subject to funding).
- Complete Fiscal Year 2024 TSDOR program road improvement Right of Way acquisition
- Prepare the NPDES Annual Report.
- Develop a Five-Year Plan for Drainage Projects.
- Complete construction of funded road and drainage capital improvement projects.
- Continue to monitor and secure grant funding for capital improvement projects as well as a planned permanent public safety – emergency management complex.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

Personnel Complement:

	Adopted FY 2021			Proposed FY 2021		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Community Services Manager	1			1		
Engineer I	1			1		
Engineering Inspector	-			1		
Total	2.5			3.5		

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

Line Item Prefix: 001-2600:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object Description					
515-12100	Regular Salaries & Wages	199,439	192,665	218,238	217,569	278,451
525-14100	Overtime - Emergency	74	-	-	-	-
515-21100	Payroll Taxes	14,881	14,629	16,695	16,644	21,301
515-22100	Retirement Contribution	9,955	9,620	10,912	10,878	19,446
515-23100	Life & Health Insurance	17,682	18,082	19,864	19,825	29,297
515-24100	Workers Compensation	7,376	3,545	7,892	7,868	10,069
TOTAL	PERSONNEL EXPENSES	249,407	238,542	273,601	272,784	358,564
539-40100	Mileage Reimbursement	195	313	150	250	150
539-49100	Other Current Charges	-	40	1,000	-	1,000
539-54100	Subscriptions and Memberships	-	115	1,750	750	1,250
539-55100	Training and Education	578	-	1,500	1,000	1,500
539-55200	Conferences and Seminars	949	-	2,750	700	2,750
TOTAL	OPERATING EXPENSES	1,722	468	7,150	2,700	6,650
TOTAL	Department Total	251,129	239,010	280,751	275,484	365,214

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
539-55200	(\$2,050)	Lower conferences and seminars available due to Covid 19

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
515-12100	\$60,882	Higher due to proposed hire of Engineering Inspector
539-55200	\$2,050	Replenish conference / training post Covid environment

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Engineering Inspector

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Public Works	1	\$73,556

Justification and Description

Under the supervision of the Public Works Director, employee will be responsible for conducting inspections on Town engineering and construction projects for compliance with existing codes, plans, specifications, and standard construction practices during and after construction. The employee will protect the Town's interests related to infrastructure projects; provides professional information, clarification, and assistance to contractors, consultants, developers and the public regarding Town construction projects and activities.

Examples of Duties

- Inspects roads and storm water construction projects in the Town's right-of-way, to assure conformance with plans and specifications.
- Inspects public facilities and/or improvements in the Town to ascertain extent and method of repairs or maintenance required.
- Inspects franchise utility installations.
- Assists contractors and engineers in interpreting plans and specifications let out on contract, checks materials and shop drawings.
- Using professional judgement, investigates complaints and requests received in the engineering office, investigates encroachments into the public right-of way, investigates water or flooding conditions; investigates poor road conditions.
- Inspects all work pertaining to drainage according to plans and specifications.
- Acts as construction inspector for general parks construction; acts as supervisory liaison between Town and subcontractors for drainage, utilities, or road projects under construction; reviews plans and specifications to ensure adherence to Town Codes and policies, and accuracy in construction.

Alternative / Adverse Impacts if not funded:

If not funded, the Department's resources will continue to be overextended. The Town will have to pay contractors inflated costs for Construction Engineering Services for each project.

Required Resources

Line item	Title or Description of request	Cost
001-2600-515-12100	Engineering Inspector	\$54,912
001-2600-515-2xxxx	Fringe Benefits	\$18,644

Public Safety - Police Department

Services, Functions, and Activities:

The Public Safety - Police Department is managed primarily under a contractual agreement with the Town of Davie, Florida. The Police Department provides for police operations required to maintain peace and order within the community, protection of life and property, and maintain the highest level of police services in a professional, courteous, ethical, and judicious manner. The Department is responsible for: 1) receiving, dispatching and responding to public safety calls; 2) addressing crime 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 2020/2021 Accomplishments:

Strategic Plan Priority Areas:

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

- Goal 1c – Protect our community
 - Posted 637 articles/informational bulletins on Facebook and Instagram; 985 on Twitter; and 284 on SaferWatch.
 - Hosted four “Drug Take Back” events during the reporting year.

➤ **Priority Area D: Improved Infrastructure**

- Goal 3d – Improve Road Conditions
 - The Davie Police Department directed resources to speeding concerns during FY 2020/2021. Prioritizing these resources resulted in an increase in operational patrols and citations issued during the reporting year. The strategy for the operational patrols included an increase in visibility and enforcement which assisted in the reduction of the speeding incidents, providing safer roadways for the community. The statistical data is indicated below.
 - Enforced maximum load restrictions on Town roads; no citations issued.
 - Issued 1,264 citations throughout the Town.
 - Responded to 174 traffic crashes within the Town.

- The Traffic Unit participated in eight 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
 - The Police Department continues to promote education and communication through a variety of outlets. During FY 2020/2021, a full-time Public Relations Coordinator was hired by the Police Department to manage the dissemination of information to the community. With the addition of the Coordinator position, the Department was able to exponentially increase the volume of information to the community. Outreach activities are detailed below.
 - Participated in local food drive efforts for residents and local community affected by COVID-19.
 - Operated very active social media accounts. The main focus for all social media sites included providing public information related to community programs and events as well as crime activity/trends. The Department's Public Relations Coordinator posted over 2,000 articles, safety alerts, informational bulletins, and crime concerns on Facebook, Twitter, and Instagram.
 - Attended five (5) in-person HOA meetings. Due to COVID-19, all HOA meetings after March 2020 were postponed or canceled and virtual meetings commenced.
 - Participated in four (4) Drug-Take Back Events during the reporting year.
 - Due to COVID-19 precautions, many Town events and the Citizens Police Academy were canceled.

Issues 2021/2022:

- Continue speed-related traffic enforcement for roadways: 166th Avenue, 172nd Avenue, Hancock Road, Stirling Road, Mustang Trail and 185th Way.
- Identify strategies and operational plans to address concerns related to increases in auto conveyance, mail theft and residential burglary incidents.

Fiscal Year 2021/2022 Performance Goals and Objectives:

- Provide the Town of Southwest Ranches 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, civic forums, Town Council meetings and other special events held within the Town.
- Provide reassurance to the community through timely response and deployment of resources that all received concerns and issues are a priority to the Department.
- Evaluate personnel deployment to ensure that the Police Department's assets are being utilized in an efficient and effective manner and to make recommendations as needed.

Strategic Plan Priority Areas:

- Priority Area C: Reliable Public Safety
 - Goal 1c – Protect our community
 - Provide valuable safety information via online and distributed publications to promote a safer community.
 - Provide enhanced training and educational workshops to Town schools and businesses on safety topics.
 - Continue to engage in social media posting of articles, crime concerns and informational bulletins throughout FY 2021/2022.
- Priority Area D: Improved Infrastructure
 - Goal 3d – Improve Road Conditions
 - Continue to enforce traffic laws (to include maximum load restrictions) on roadways within Southwest Ranches. Specifically, to address speeding concerns along the roadways.
 - Attend community meetings regarding traffic control design and maintenance.
 - Utilize community meetings, Town events, social media, 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 businesses and educational institutions.
 - Encourage and promote COVID-19 safety guidance to the community using social media and through in person association groups (both virtual and in-person events).
 - Continue to disseminate information via Facebook, Twitter, and Instagram.
 - Staff and attend Town events during FY 2021/2022. Continue to hold Civilian Police Academy classes and promote participation.

Public Safety-Police Department Expenditures

Line Item Prefix: 001-3000-521-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object Description					
34100	Other Contractual Svcs-Police	2,722,974	2,899,711	3,034,177	3,030,844	3,288,290
525-34100	Other Cont. Svcs-Police - Emerg	-		-	-	-
TOTAL	OPERATING EXPENSES	2,722,974	2,899,711	3,034,177	3,030,844	3,288,290
64100	Machinery and Equipment	-	-	355,586	355,586	-
TOTAL	CAPITAL OUTLAY	-	-	355,586	355,586	-
TOTAL	Department Total	2,722,974	2,899,711	3,389,763	3,386,430	3,288,290

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
34100	\$257,446	Provision for up to 4.5% contractual escalator & Purch of 15 Motorola radios
64100	(\$355,586)	Townwide cameras installation anticipated completion in FY21

Public Safety - Fire Administration Department

Davie Fire Rescue Services, Functions, and Activities:

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

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

Davie Fire Rescue Fiscal Year 2020/2021 Accomplishments:

Fire & Life Safety Division FY 2021 data (as of 3/21/2021)

- Completed 155 Annual Inspections of Commercial Occupancies
- Completed 32 Plan Reviews
- Completed 10 Site Plan Reviews
- Completed 291 Annual Inspections of SWR Fire Wells (dry hydrants)
- Completed 14 Building Permit Inspections
- Conducted 1 Inspector Investigation

Fire Operations and Emergency Medical Services

- Davie Fire Rescue responded to 595 incidents in Southwest Ranches.
- Davie Chief Downey was awarded the Alan Brunacini Fire Service Executive Safety Award by the International Association of Fire Chiefs. Chief Alan Brunacini was one of the most highly respected figures in the fire and emergency services across the world.
- Davie Fire Rescue was awarded the International Association of Fire Chiefs (IAFC) 2020 Heart Safe Community Award.
- Davie Fire Rescue was also awarded American Heart Association’s Mission: Lifeline® EMS Gold Plus Award for implementing quality improvement measures for the treatment of patients who experience severe heart attacks.
- Assistant Davie Chief Gonzalez was awarded the 2020 Donald DiPetrillo EMS Lifetime Achievement Award by the Fire Chiefs Association of Broward County and the First There - First Care.

Southwest Ranches Fire Training Completed for FY 2020

- Southwest Ranches Fire Volunteers attended 2458 hours of training comprising:
 - Fire – 1681
 - EMS – 777
 - In-Service/Facility Training Provided by DFR
 - COVID restricted Facility Training

Provided Target Solutions (on-line) monthly training

Officer Development

Action Plan Implementation
Assuming Role of Company Officer
Community Awareness
Company Level Training
Elements of Supervision and Management
Fire & Life Safety Inspections
Fire Dept Communication & Structure

Driver Engineer

Accident & Emergencies for Emergency Vehicle Operators (EVO)
Adjusting to Changing Conditions for EVO's
Dangers of Speeding for EVO's
Defensive Driving for EVO's

All Personnel

Building Construction
Fire Behavior
Fire Control
Fire Dept. Communications
Fire Hose
Fire Detection System
Fire Prevention, Public Education and Fire Streams

Hazardous material

First Responders Ops Level Mod # 1 – 4
Combustible and Flammable Liquids

EMS

Infectious Disease Control
Orotracheal Intubation
Asthma Advance
Cyanide Poisoning
HIV/AIDS Awareness
TCA Overdose
Bleeding & Shock
Fetal Trauma from MVA (ALS)
Sepsis
Peds. Emergencies Advance

Davie Fire Rescue Fiscal Year 2021/2022 Issues and Performance Goals and Objectives:

As all municipalities and fire rescue agencies across the world, Davie Fire Rescue has had a challenging year dealing with the COVID-19 pandemic from the shortages of personnel protective equipment (PPE), personnel shortage due to COVID-19 and setting up to vaccinate targeted populations.

COVID initiatives by Davie Fire Rescue created and implemented multiple strategies to reduce personnel exposure to COVID-19 that have been used as best practices by the Florida Fire Chief's Association such as: Weekly communication updates, installation of plexiglass to separate patient compartment from the cab, instituted a chief officer response to all potential COVID calls to act as a safety officer for PPE, gear removal and assist with unit decontamination.

Even with the pandemic we have strived to continue to offer programs and increase the health, safety, and wellness program throughout the department.

We continue to work towards a comprehensive Health, Safety and Wellness Program even more so in these challenging times. We focused on training and education of our personnel on the issues, concerns, question, and focused on fact-based guidelines in dealing with COVID-19 which could affect personnel and their families. In addition, established regular updates on best practices for Covid-19 to stay up with the latest in equipment for our personnel, medical supplies to best treat our patients, and continuous monitoring of our personnel to keep them healthy and at work.

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

Facility Safety - A fire station represents one of the largest capital investments. The need to protect that investment from fire, burglary and vandalism is a real concern. The fire stations should have four rings of security:

- 1) Security fencing on the perimeter
- 2) Security cameras
- 3) Door access control systems
- 4) Smoke and carbon monoxide detectors. Our facilities 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 continue to provide faith, medical, and psychological based support for our personnel by providing chaplaincy, peer to peer support, and clinicians for our personnel. We continue working with Risk Management to enhance our Employee Assistance Program (EAP) to assist members and their families with substance abuse, stress, and family or personal problems that may affect a member's

work performance. We have added additional resources which include a list of vetted clinicians, new first responder friendly substance abuse and emotional support facilities for our personnel. We continue to look at ways to be proactive in reducing the effects of stress on personnel and have incorporated a therapy dog into our department. The Broward County Fire Chiefs Association has established a Health and Safety Committee which has developed countywide policies on Behavioral Health Assistance Programs and Chaplaincy and Spiritual Care. We continue to develop our relationship with Nova Southeastern University's Psychology program and instituted a Clinician Response Team to assist in evaluating our personnel during stressful events.

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

Public Safety-Fire Administration Expenditures

Line Item Prefix: 001-3100-522-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object Description					
31010	Professional Services	1,100	27,765	6,782	6,100	3,600
34100	Other Contractual Services-Fire	3,326,075	3,473,498	3,627,556	3,628,412	3,789,440
49100	Other Current Charges	-	-	-	-	-
TOTAL	OPERATING EXPENSES	3,327,175	3,501,263	3,634,338	3,634,512	3,793,040
63120	Infrastructure - Fire Wells	4,560	17,610	24,318	20,000	30,000
64100	Machinery and Equipment	83,024	8,750	169,750	160,383	21,298
TOTAL	CAPITAL OUTLAY	87,584	26,360	194,068	180,383	51,298
TOTAL	Department Total	3,414,759	3,527,623	3,828,406	3,814,895	3,844,338

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
63120	(\$4,318)	Decrease due to lower fire well expenditures than anticipated
64100	(\$9,367)	Decrease due to lower anticipated expenditures than expected

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
31010	\$2,500	Lower anticipated professional services costs in FY 2022
34100	\$161,028	Increased 4.5% pursuant to fire safety contractual commitment
63120	\$10,000	Higher to accommodate anticipated fire wells expenditure
64100	(\$139,085)	Lower due to Generator project completed in FY 2021

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 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 224,184
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 224,184
Revenue Source	FA	FA	FA	FA	FA	FA	GF=\$80,000 FA=\$144,184
Description (Justification and Explanation)							
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). 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. 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. Proposed funding is via an annual component of the imposed Fire Assessment.							
Annual Impact on Operating Budget							
Personnel							
Operating							
Replacement Costs							
Revenue/Other							
Total							

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Public Safety-Fire Rescue Apparatus Protective Awning						
Priority	2			Project Manager	Sandy Luongo, GSM		
Department	Public Safety - Fire Admin			Division	Public Safety Fire Admin		
Project Location	17220 Griffin Road						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Furnishings	\$ 21,298	\$ -	\$ -	\$ -	\$ -	\$ 21,298	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 21,298	\$ -	\$ -	\$ -	\$ -	\$ 21,298	\$ -
Revenue Source	FA					FA	
Description (Justification and Explanation)							
The Town of Southwest Ranches has one (1) centrally located fire modular station at 17220 Griffin Road. Due to the installation of a new emergency generator on-site, a portion of the structure and awning protecting a fire apparatus needed to be removed. Accordingly, the VFD fire trucks needs new protective awning for approximately 14 feet by 30 feet to house two apparatus-one for the existing and another to house an expected forthcoming apparatus, including the aluminum, frame and roll up curtains of approximately 9 feet by 14 feet as the current awnings are at its end of life. During inclement weather, the fire trucks need to be protected from the elements when stationed at the Fire Department. The Town desires to secure the most responsive vendor to provide and install protective awning at the modular fire station for safety purposes. Funding is proposed via an appropriation of the annual Fire Assessment. The Town will purchase and install protective awning during 2022 which includes fixed galvanized frames and vinal polyester fabric with UV top coat. A 15% contingency has been added to a recent quote received as well as to accomodate permitting. 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							
Annual Impact on Operating Budget							
Personnel			Funding for replacement over the useful lifespan of the equipment/furnishing \$21,298/15 years				
Operating							
Replacement Cost		\$1,420					
Revenue/Other							
Total	\$1,420						

Public Safety – Volunteer Fire Rescue Services Department

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

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

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

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

Southwest Ranches Volunteer Fire Rescue FY 2020/2021 Accomplishments:

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

Proactively ordered and maintained an inventory of personal protective equipment to ensure that emergency response levels were maintained during the Covid-19 pandemic.

Adopted a revised training program during the Covid-19 pandemic that relied on shift and online training to maintain Firefighter effectiveness.

Adopted a new protocol that monthly meetings were to be held via remote Zoom software during the Covid-19 pandemic.

Restarted training at the Broward Fire Academy in 2021. Both the Training Division personnel and Firefighters provide their time on a volunteer basis when attending training.

Implemented a drive-by parade community service detail during the Covid-19 pandemic to help the community celebrate events.

Completed a Federal Assistance to Firefighters Grant (AFG) application that requested funding toward replacing the obsolete Self-Contained Breathing Apparatus (SCBA) air-packs that are currently in service with the Department.

Participated in conducting annual fire well testing in conjunction with Davie Fire Rescue throughout the entire Town. Personnel have voluntarily contributed a total of 140 hours on this annual project.

Implemented an emergency plan regarding SCBA replacement parts after being advised that the manufacturer would no longer make those parts. This plan included both purchasing and having used SCBA units donated so that the Department could maintain sufficient inventory to keep the SCBA's functioning until they can be replaced.

Southwest Ranches Volunteer Fire Rescue Issues:

- The Department continued to identify performance issues with Fire Engine 82, which is the primary response vehicle used by the Volunteer Department. The Town's Fire Advisory Board has formally recommended the purchase of a replacement apparatus.
- The Department has determined that Attack Truck 82 no longer meets the operational needs of the Department and should be replaced. The Department has presented a strategic apparatus replacement program to the Fire Advisory Board regarding the replacement of this apparatus as well.
- As noted above, the Department's Self-Contained Breathing Apparatus (SCBA) units have exceeded their recommended lifespan and the manufacturer is no longer making replacement parts for them. Replacement of these units has been identified as a priority since they are now considered obsolete. The Department has currently submitted an application for funding through another AFG. A successful AFG funding award would partially offset the cost of replacing the SCBA units.
- The Department has identified a continuing issue with the moisture in the flooring of the modular fire station that has necessitated an almost continual replacement of portions of the floor. The Department is working with Town Staff to identify and remediate the cause of the moisture to minimize repair costs in the future.
- The Town received a grant to purchase and install an emergency generator at the fire station. The installation of this generator, however, will force the Department to relocate apparatus parking areas. The Department is working with Town Staff to resolve this issue.

Southwest Ranches Volunteer Fire Rescue Fiscal Year 2021/2022 Performance Objectives:

- Continue to formalize our apparatus maintenance procedures to maximize preventive maintenance and minimize costs.
- Continue to maintain and adjust safety protocols during the ongoing Covid-19 pandemic to ensure the safety of both Firefighters and the public.
- Continue to adjust our formal training program during the ongoing Covid-19 pandemic to maximize its effectiveness while maintaining safety. Under current protocols, the Department believes that we can meet our previous goal of holding training sessions at the Broward Fire Academy at least 20 times per year.
- Continue to provide community event support to the Town.
- Continue to research grant opportunities and assist in the application of same so that funding can be obtained for equipment and/or training at a minimal cost to the Town.
- Increase the roster to recruit and retain experienced personnel to serve the Town.
- Research for a replacement apparatus, based on the Fire Advisory Board's recommendation and Town Council approval, that will meet the operational needs of the Department and maximize the effectiveness of its emergency response. The actual delivery of a new apparatus will be approximately 12 to 14 months after ordered.
- Follow and adjust the strategic apparatus replacement program. The current plans are to utilize the current Engine 82 (becoming Engine 282) as a reserve engine once the new Engine 82 has been delivered.
- Replace the current Attack Truck 82 with an apparatus that is more suited to the Town's unique operational needs. These needs include a 4x4 and more wildland type fire suppression capabilities.
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan

Public Safety-Volunteer Fire Services Expenditures

Line Item Prefix: 001-3200-522-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object Description					
31010	Professional Services	7,761	15,179	15,000	12,000	15,500
41100	Telecommunications	5,472	4,489	12,000	15,000	13,000
43100	Electricity	10,439	10,687	10,500	10,500	12,500
43110	Water & Sewer	2,878	2,487	3,500	9,000	7,500
46020	Building Maintenance	8,127	6,612	5,000	5,000	6,000
46030	Equipment Maintenance	8,455	5,253	9,000	9,000	14,000
46110	Miscellaneous Maintenance	755	315	1,500	1,100	1,500
46120	Vehicle Maintenance & Repair	18,507	21,205	10,000	18,500	18,500
52140	Uniforms	279	784	2,000	1,400	2,000
52160	Gasoline	8,150	6,547	9,405	7,000	10,000
52900	Miscellaneous Operating Supplies	12,305	9,737	12,400	12,000	12,000
525-52900	Miscellaneous Op Supplies - Emerg	-	356	-	15,345	-
55100	Training & Education	1,933	323	5,000	3,000	5,000
TOTAL	OPERATING EXPENSES	85,062	83,974	95,305	118,845	117,500
64100	Machinery and Equipment	73,817	19,968	31,441	30,492	14,908
525-64100	Machinery and Equipment - Emerg	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	73,817	19,968	31,441	30,492	14,908
99100	Contingency - Fire Apparatus Rpl	-	-	39,000	-	55,500
581-91201	Transfer to Debt Service Fund	29,486	29,486	29,485	29,486	29,485
581-91102	Transfer to Volunteer Fire Fund	182,892	195,013	223,768	223,768	227,354
TOTAL	NON-OPERATING EXPENSES	212,378	224,499	292,253	253,254	312,339
TOTAL	Department Total	371,257	328,441	418,999	402,591	444,747

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
31010	(\$3,000)	Lower due to less professional services than anticipated
43110	\$5,500	Higher due to new vendor and higher repairs than anticipated
46120	\$8,500	Higher due to greater expected repairs on aging apparatus

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
31010	\$3,500	Higher due to increased professional services anticipated
46030	\$5,000	Higher due to additional equipment maintenance needed in FY 22
64100	(\$15,584)	Lower primarily due to AED replacements completed

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Volunteer Fire Apparatus Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	4	\$55,500

Justification and Description

Both National Fire Protection Association (NFPA) recommendations and empirical evidence show that Class A pumpers have an expected lifespan of 10-15 years of front-line service. In order to fund the VFD's strategic plan to replace apparatus at the most efficient and economic level, funding should be set aside on a yearly basis. Apparatus will be purchased as needed to replace the current Engine 82 and older apparatus will be moved to reserve status or sold to further offset costs depending on their condition. Setting aside funding will also minimize interest charges and impact to the annual Fire Assessment when apparatus purchases are financed. Because of issues with the current Engine 82, the Department will first purchase a new engine to replace it that meets its needs and specifications. Once the new engine has been purchased, the current Engine 82 will become a reserve engine and will be renamed Engine 282. Accordingly, under the Department's revised strategic apparatus replacement plan, approved by the Fire Advisory Board in 2020, there will no longer be a need to purchase a reserve pumper since the current Engine 82 will be used in that role. Accordingly, previous funding set aside for a reserve pumper or attack truck will be directed toward ancillary equipment. Timely replacement of fire apparatus is a life safety issue. Adopted funding is via an annual component of the imposed Fire Assessment.

Alternative/Adverse Impacts if not funded:

	<u>Primary Pumper (New)</u>	<u>Ancillary Equipment (New)</u>	<u>TOTAL</u>	<u>STATUS</u>
FY2018-2019	\$ 25,000	\$ 0	\$ 25,000	Actual
FY2019-2020	\$ 29,000	\$ 10,000	\$ 39,000	NOT FUNDED
FY2020-2021	\$ 29,000	\$ 10,000	\$ 39,000	Actual
FY2021-2022	\$ 48,000	\$ 7,500	\$ 55,500	FUNDED
FY2022-2023	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2023-2024	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2024-2025	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2025-2026	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2026-2027	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2027-2028	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2028-2029	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2029-2030	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2030-2031	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2031-2032	\$ 48,000	\$ 7,500	\$ 55,500	TBD
FY2032-2033	\$ 48,000	\$ 7,500	\$ 55,500	TBD
TOTAL	\$659,000	\$110,000	\$769,000	

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

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Volunteer Fire Hose Replacement

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	3	\$11,100

Justification and Description

The National Fire Protection Association (NFPA) guidelines recommend the replacement of fire hose every ten years. All fire hose is pressure tested yearly to ensure that it can be used in service.

The Department has replaced 4-inch supply lines under this program mod for FY21.

Replacement of six 50' 2.5-inch lines will be made in FY22 per the Department's hose replacement program. In addition, the Broward County Fire Chiefs Association will be standardizing equipment standards for high rise quick deployment hose packs to be used on all responding apparatus. These new standards will necessitate the purchase of three in total high rise packs consisting of hose and appliances that are not in the Department's inventory. Engine 82 carries two of these packs and Attack 82 carries a single pack.

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

Timely replacement of outdated fire hose is a life safety issue. Replacement of hose packs is necessary to maintain commonality with other departments within the County as per the Broward County Mutual Aid Agreement. Fire hose that is still serviceable will be maintained in inventory as a reserve.

Alternative/Adverse Impacts if not funded:

	<u>Total</u>	<u>STATUS</u>
FY 2020-2021	\$5,400	FUNDED
FY 2021-2022	\$11,100	FUNDED

Line item	Title or Description of request	Cost
001-3200-522-64100	Machinery & Equipment	\$11,100

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Volunteer Fire Bunker Gear Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Volunteer Fire Department	Public Safety-VFD	General	2	\$3,808

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 firefighting. 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	7,770	Actual
FY 2017 – 2018	2	2	1,876	2,432	-\$3,000	1,308	Actual
FY 2018 – 2019	2	2	1,876	2,432	-\$1,500	2,808	Actual
FY 2019 – 2020	2	2	1,876	2,432	-\$ 500	3,808	Actual
FY 2020 – 2021	2	2	1,876	2,432	-\$ 500 TBD	3,808	Actual
FY 2021 – 2022	2	2	1,876	2,432	-\$ 500 TBD	3,808	FUNDED
FY 2022 - 2023	2	2	1,876	2,432	-\$ 500 TBD	3,808	
Total	50	50	\$44,071	\$57,059		\$91,220	

*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	\$3,808

Town of Southwest Ranches
Proposed FY 2021/2022
Fire Assessment Worksheet

Sources:

Fire Administration Department
Volunteer Fire Service Department
Volunteer Fire Fund

Expenditures	Total FY 2021-2022 Proposed	General Fund Portion	Fire Assessment Portion
% Allocation per Consultant Study for FR Contractual Services Only		40.00%	60.00%
Direct Expenses:			
Fire Rescue Contractual Service	\$ 3,789,440	\$ 1,515,776	\$ 2,273,664
Operating Expenses	348,454	N/A	348,454
Non-Operating Debt	29,485	N/A	29,485
Capital Outlay	66,207	-	66,207
Fire Protection/Control Contingency	55,500	N/A	55,500
Sub-Total	\$ 4,289,086	\$ 1,515,776	\$ 2,773,310
Other Expenses			
Publication & Notification Costs			1,411
Statutory Discount			110,345
Collections Cost			39,408
Fire Assessment Cost Allocation of Townwide Personnel/Contractual Costs			221,086
Total Fire Assessment Expenses			\$ 3,145,560

Based On 2021 Consultant Study

Property Category	Assess Unit Type	% Apportioned	Amount	Total Proposed Rates FY 21/22	Total Assessed Rates FY 20/21	Difference: Increase (Decrease)
Combined Non-Res: Commercial-321,601 SF	Per Sq.Ft. Bldg Area	7.85%	246,927	\$ 0.9211	\$ 1.1266	\$ (0.2055)
Combined Non-Res: Institutional-554,580 SF	Per Sq.Ft. Bldg Area	20.25%	636,976	\$ 0.9211	\$ 1.2106	\$ (0.2895)
Combined Non-Res: Warehouse/Indust-110,787 SF	Per Sq.Ft. Bldg Area	0.80%	25,164	\$ 0.9211	\$ 0.5417	\$ 0.3794
Acreage - 1,869 Acres	Per Acre	5.00%	157,278	\$ 84.15	\$ 84.76	\$ (0.61)
Residential - 2,687 Units	Per Unit	65.30%	2,054,051	\$ 764.44	\$ 629.14	\$ 135.30
Government - Exempt - 41,330 SF	Per Sq.Ft. Bldg Area	0.80%	25,164	\$ -	\$ -	\$ -
Total		100%	\$ 3,145,560			

Town of Southwest Ranches, FL
Proposed Cost Allocation Plan for FY 2022 Special Assessments

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
Attorney	\$ 525,000	90%	\$ 474,649	4%	\$ 21,385	6%	\$ 28,966
Executive	\$ 531,036	77%	\$ 408,242	9%	\$ 47,793	14%	\$ 75,000
Finance	\$ 476,731	71%	\$ 337,764	11%	\$ 52,440	18%	\$ 86,527
Clerk	\$ 256,288	92%	\$ 235,524	4%	\$ 10,360	4%	\$ 10,404
Public Works	\$ 358,564	82%	\$ 293,994	17%	\$ 60,956	1%	\$ 3,614
Code Enforce.	\$ 222,016	74%	\$ 165,072	21%	\$ 46,623	5%	\$ 10,321
PROS	\$ 126,264	100%	\$ 126,264	0%	\$ -	0%	\$ -
Totals	\$ 2,565,386		\$ 2,101,268		\$ 243,032		\$ 221,086

* 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 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 2020/2021 Accomplishments (*Strategic Plan Initiatives):

- Completed successful transition of 4 ongoing Townwide Maintenance contracts. Managed transition of new contracts including proactive oversight and guidance, communication and planning with new contractors to ensure positive beginning of long-term contracts to serve the best interests of the Town extending into the coming 5 years (and further, if renewed), supporting the Town's strategic plan initiative to continue to adequately maintain the Town's properties/land.
- Managed upgrades of park facilities at Country Estates, Sunshine Ranches Equestrian, and Rolling Oaks Parks, during the COVID-19 reservation hiatus, utilized the shutdown to upgrade old plumbing fixtures at three (3) of the Town's parks, and pressure cleaning and painting projects within operating budget, also supporting the goal and objective of continuing to adequately maintain the Town's properties/land.
- Completed renewal of the Town's Certification as a National Wildlife Federation Community Wildlife Habitat. The project requires ongoing coordination of volunteers, residents, and other agencies, creation, or maintenance of habitat areas at private properties, schoolyards, and public properties, providing community outreach, promoting the Town's Programs and services.
- Certified the Town's Frontier Trails Park and Southwest Meadows Sanctuary Park as Certified Wildlife Habitats. The project required creation and maintenance of habitat areas, providing outreach to promote the Town's Programs and services, continuing to meet the goals of the Town's

Comprehensive plan to certify every park and eligible public property in Southwest Ranches as Wildlife Habitats

- Secured the Town's Annual Tree City USA designation and 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 and continuing to meet the goals set in the Town's Comprehensive plan.
- Hosted or facilitated a truncated schedule of Town events through February, then managed monthly Zoom Meetings of the all-volunteer Southwest Ranches Parks Foundation Board of Directors, continuing to collaborate with Citizen Groups despite shutdowns caused by the pandemic.
- Continued to provide access to outdoor public recreational spaces while maintaining closures of high-risk areas and reservations, providing, and demonstrating responsible, fair, honest, and transparent leadership to the community through the difficulties presented by the pandemic.
- Provided instruction on Green Industries Best Management Practices to industry professionals in partnership with State of Florida, University of Florida, and County Extension Education Division to enhance community outreach, promoting the Town's programs and services. Among the first of the state's instructors to offer training via ZOOM, with record participation and excellent feedback and testing scores.

Issues:

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

Fiscal Year 2021/2022 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. Frontier Trails Park
 - c. Calusa Corners Park
 - d. Country Estates Park
- Facilitate and comply with specified departmental performance measures of the Town's Strategic Plan.

Personnel Complement:

	Adopted FY 2021			Proposed FY 2022		
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 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object Description					
12100	Regular Salaries & Wages	77,544	80,187	81,955	81,955	85,233
13100	Part Time Salaries & Wages	11,752	12,526	13,390	13,520	14,061
14100	Overtime	-	-	670	-	-
525-14100	Overtime - Emergency	334	-	-	-	-
21100	Payroll Taxes	6,438	6,666	7,345	7,304	7,596
22100	Retirement Contribution	3,877	4,009	4,098	4,098	5,966
23100	Life & Health Insurance	8,841	9,041	9,878	9,856	10,326
24100	Workers Compensation	2,848	1,359	2,964	2,964	3,082
TOTAL	PERSONAL EXPENSES	111,635	113,788	120,300	119,696	126,264
40100	Mileage Reimbursement	292	1,372	-	1,200	250
41100	Communication Services	2,893	2,867	2,805	3,600	3,600
43100	Electricity	9,782	4,427	12,662	7,500	12,000
43110	Water & Sewer	8,880	9,787	10,000	15,000	16,763
46020	Building Maintenance	-	-	-	-	6,200
46030	Equipment Maintenance	-	-	32,125	45,661	12,000
46040	Ground Maintenance-Parks	183,665	196,771	201,220	201,220	204,621
46050	Tree Maintenance/Preservation	32,375	34,700	34,650	34,650	35,000
46060	Lake Maintenance	16,655	17,880	17,880	17,880	54,920
46110	Misc Maintenance & Repair	13,355	21,864	34,170	34,170	1,800
48110	Promotional Activities/PROS Events	-	-	9,195	300	9,195
52900	Misc Operating Supplies	2,639	2,198	3,000	2,400	3,000
54100	Subscriptions and Memberships	856	715	815	815	815
55100	Training and Education	1,713	1,266	1,800	1,200	1,800
55200	Conferences and Seminars	1,961	0	1,600	1,400	1,600
TOTAL	OPERATING EXPENSES	275,066	293,847	361,922	366,996	363,564
TOTAL	Department Total	386,701	407,635	482,222	486,692	489,828

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
43100	(\$5,162)	Lower due to parks lower attendance due to Covid-19
43110	\$5,000	Higher due to new vendor for full year in FY21
46030	\$13,536	Higher due to re-allocation of expenses to this account in FY 21
48110	(\$8,895)	Decreased Town events due to Covid-19

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
43100	\$4,500	Higher due to anticipated increased attendance post Covid
46020	\$6,200	Higher due to reallocation of expenses in the 46110 acct begin in FY 22
46030	(\$33,661)	Lower due to disbursement of account allocated to other exp's in FY 22
46060	\$37,040	Higher due to Program Mod for Wetland Imp in Rolling Oaks Park
46110	(\$32,370)	Lower due to disbursement of account allocated to other exp's in FY 22
48110	\$8,895	To accommodate reinstatement of Town events

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Rolling Oaks Passive Open Space Park Wetland Improvement

Department Name	Division Name	Fund	Priority	Fiscal Impact
PROS	Parks, Recreation and Open Space	General	1	\$37,040

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. Wetlands renovation at the site will fulfill the Town's last outstanding grant 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. This proposed Program Modification allows for some sediment clearing around the wetland margins.

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. Funding is proposed utilizing unassigned General Fund Fund Balance and would therefore have no trim/millage or tax impact.

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	\$33,920
001-3600-572-46060	Lake Maintenance – Ongoing maintenance costs	\$3,120

Non-Departmental Allocation Center

Services, Functions, and Activities:

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

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

There are no personnel associated with this allocation center.

Non-Departmental Expenditures

Line Item Prefix: 001-3900-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object description					
519-25100	Unemployment Compensation	-	118	-	-	-
TOTAL	PERSONNEL EXPENSES	-	118	-	-	-
519-34100	Other Contractual Services	12,324	12,657	16,000	14,500	16,000
519-41100	Telecommunications	15,370	12,564	17,000	17,000	17,000
525-41100	Telecommunications - Emergency	-	1,922	-	9,600	-
519-42100	Postage-Townwide	10,164	10,369	10,500	10,500	11,000
519-43100	Electricity	19,269	18,465	21,500	20,000	23,000
519-43110	Water & Sewer	4,427	3,170	9,000	9,000	10,000
519-44020	Building Rental/Leasing	3,506	3,504	3,600	3,780	4,000
519-44030	Equipment Leasing	19,144	15,327	16,163	13,500	15,500
519-45100	Property and Liability Insurance	98,159	112,157	114,000	117,000	121,000
519-46010	Maintenance Service/Repair Contracts	12,422	13,032	16,000	16,000	20,500
519-46020	Building Maintenance	11,658	10,963	32,000	28,000	13,000
525-46020	Building Maintenance - Emerg	-	1,150	-	10,965	-
519-46030	Equipment Maintenance	24,046	28,390	27,120	25,420	28,440
519-46110	Miscellaneous Maintenance	4,585	2,143	7,000	7,000	7,000
525-46110	Miscellaneous Maintenance - Emerg	-	669	-	-	-
519-46120	Vehicle Maintenance	4,004	3,412	5,000	4,000	4,000
519-46500	Software Maintenance	35,337	46,271	48,320	48,320	50,589
525-46500	Software Maintenance - Emerg	-	300	-	-	-
519-49100	Other Current Charges	(12)	(17)	1,000	360	1,000
519-51100	Office Supplies	22,876	18,946	21,500	20,000	21,500
525-51100	Office Supplies - Emerg	-	7,697	-	6,500	-
519-52160	Gasoline	3,604	1,431	5,000	3,000	5,000
TOTAL	OPERATING EXPENSES	300,882	324,521	370,703	384,445	368,529
519-64100	Machinery and Equipment	25,394	6,847	74,448	74,448	15,000
525-64100	Machinery and Equipment - Emerg	-	11,332	-	8,474	-
TOTAL	CAPITAL OUTLAY	25,394	18,179	74,448	82,922	15,000
519-99100	Contingency	-	-	97,479	-	124,399
519-99100	Contingency - TW Vehicle Replace	-	-	17,500	-	17,500
581-91101	Transfers to Transportation Fund	904,938	1,322,404	582,090	582,090	1,183,482
581-91201	Transfers to Debt Service Fund	1,026,486	999,305	1,275,170	1,275,170	1,004,741
581-91301	Transfers to Capital Projects Fund	241,095	72,000	-	-	-
TOTAL	NON-OPERATING EXPENSES	2,172,519	2,393,709	1,972,239	1,857,260	2,330,122
TOTAL	Department Total	2,498,795	2,736,528	2,417,390	2,324,627	2,713,651

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
44030	(\$2,663)	Lower due to less usage of equip than anticipated due to Covid 19
46020	(\$4,000)	Lower due to less building maintenance than anticipated

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
46010	\$4,500	Higher due to anticipated Maintenance Service repairs in FY 22
46020	(\$15,000)	Lower due to exterior Town Hall re-painting complete in FY 21
64100	(\$59,448)	Lower due to vehicle replacement and new air conditioner units in FY 21

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Townwide Vehicle Replacement Program

Department Name	Division Name	Fund	Priority	Fiscal Impact
Non-Departmental	Executive	General	2	\$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. New vehicles were purchased in 2018 and 2021 which replaced town vehicles that reached its end-of-life cycle. Vehicles were surplus in 2020 and 2021 and the mileage of the remaining vehicle, exceeds 125k miles. The vehicle has incurred high maintenance and repair costs, and has reached the end-of-life cycle. The Program Modification for the Vehicle Replacement Program was funded for the first two of the four-year program in FY's 2020 & 2021 upon which a vehicle was procured. There are two (2) additional years to meet the requirements of this program.

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, two of these vehicles reached the end of its useful life and was replaced during FY 2018 and FY 2021. The remaining vehicle is reaching its end-of-life cycle. 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. The impact of not funding this request would greatly limit Town Staff to conduct these vital functions.

	<u>AMOUNT</u>	<u>STATUS</u>
FY 2019-2020	\$17,500	FUNDED
FY 2020-2021	\$17,500	FUNDED
FY 2021-2022	\$17,500	FUNDED
FY 2022-2023	\$17,500	
<u>TOTAL</u>	<u>\$70,000</u>	

Required Resources

Line item	Title or Description of request	Cost
001-3900-519-99100	Contingency – TW Vehicle Replacement	\$17,500

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 2022

FY 2021 Estimated

Estimated Capital Projects Revenues	169,746
Estimated Expenditures & Encumbrances	<u>(127,834)</u>
Estimated FY 2021 Year End Difference	<u><u>41,912</u></u>

FY 2022 Projected Assigned/Committed/Restricted Fund Balance

Audited Assigned/Committed/Restricted Fd Bal 9/30/2020	223,359
Estimated FY 2021 Year End Difference	41,912
Appropriated Fund Balance FY 2021	<u>(75,895)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2021	<u>189,376</u>
Appropriated Fund Balance FY 2022	<u>(87,450)</u>
Projected Assigned/Committed/Restricted Fd Bal 9/30/2022	<u><u>101,926</u></u>

FY 2022 Budget Summary

Proposed Revenues

Grant Reimbursements	180,000
Transfer from General Fund	-
Appropriated Fund Balance	<u>87,450</u>
Total Revenues	<u>267,450</u>

Proposed Expenditures

Capital Outlay	<u>267,450</u>
Total Expenditures	<u>267,450</u>

Capital Projects Fund Revenues

Line Item Prefix: 301-0000-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object description					
331-33170	Federal Grant-Culture/Recreation	-	-	180,039	-	180,000
361-36110	Interest Earnings	5,709	2,676	-	-	-
366-36610	Contributions-Private Sources & Donations	-	-	30,000	30,000	-
381-38101	Transfer from General Fund	241,095	72,000		63,851	-
399-39900	Appropriated Fund Balance	-	-	75,895	75,895	87,450
TOTAL	Miscellaneous Revenues	246,804	74,676	285,934	169,746	267,450
TOTAL		246,804	74,676	285,934	169,746	267,450

Capital Projects Fund Expenditures

Line Item Prefix: 301-5300-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
521-64100	Machinery & Equip-Law Enforcement			30,000	30,000	
522-62150	Buildings-Fire Control Modulares	147,666	5,818	-	19,088	-
539-62140	Buildings-Town Hall/Public Safety	-	6,250	195,934	14,895	180,000
539-6314	Infrastructure-Southwest Meadows				-	60,000
572-63160	Infrastructure-Calusa Corners	-		-	-	27,450
572-63170	Infrastructure-Sunshine Ranches Equestrian Park	-		-	32,125	-
572-63200	Infrastructure-Country Estates Park	8,997	-	-	31,726	-
572-63220	Infrastructure-Frontier Trails Park	1,535	720	60,000	-	-
TOTAL	CAPITAL OUTLAY	158,198	12,788	285,934	127,834	267,450
TOTAL	CAPITAL PROJECTS FUND	158,198	12,788	285,934	127,834	267,450

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 : Engineering			Division	Engineering		
Project Location	13400 Griffin Road Southwest Ranches, FL 33330						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Surveys	\$ 12,600	\$ -	\$ -	\$ -	\$ -	\$ 12,600	\$ 1,511
Engineering/ Architecture	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -
Land Acquisition/ Site Preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 153,400	\$ -	\$ -	\$ -	\$ -	\$ 153,400	\$ -
Equipment/ Furnishings		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,370
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 29,881
Revenue Source	G=\$180,000					G=\$180,000	GF TFR=\$12,000 CIP-FB \$17,881
Description (Justification and Explanation)							
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 provided \$180,000 in funding for eligible hazard mitigation expenditures. The project funding approval from FEMA (est. @ \$180,000) has since been further delayed due to COVID-19. Therefore parking lot/drainage design and construction and mitigation expenses was appropriately deferred to FY 2022 to allow for receipt of FEMA/restricted Grant funds as well as a competitive procurement process to be completed during FY 2022. The prior years expenses incurred (\$29,881) was primarily for Town Hall generator retrofitting improvements.							
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							
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 2022	FY 2023	FY 2024	FY 2025	FY 2026	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	\$ 42,005	\$ 401,375	\$ 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:	\$ 60,000	\$ 508,406	\$ 518,406	\$ 518,406	\$ 518,406	\$ 2,123,624	\$ 8,854,496
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB=\$60,000 NF=\$2,063,624	G=\$7,991,811 CIP-FB=\$862,685
Description (Justification and Explanation)							
Remaining the Town's only grant-associated property that is yet undeveloped, Southwest Meadows Sanctuary Park returns to 1st priority for Fiscal Year 2022. Development of the site fulfills objectives, policies and goals of the Town's Comprehensive Plan and Charter. 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. Funding for FY 2022 is proposed from Capital Project Fund assigned fund balance in the amount of \$60,000 available due to the Frontier Trails CIP project from FY 2021 being reprioritized and proposed to be deferred making this project priority 1. This amount will be used to the extent it will afford parking and driveway improvements, providing access into the park areas from Griffin Road. In prior years Staff anticipated applying for non-matching assistance for these improvements, but state programs have not been funded in recent years and development of this site is not currently supported by grants. The Town continues to seek funding from various sources. Costs were estimated based on original management plans prepared by professional consultants and updated in accordance with reductions in commitments. Changes in market conditions may be anticipated to result in increased costs. Commitments for development at the Southwest Meadows Sanctuary site retain only those improvements necessary to satisfy current grant requirements, including: playground, restroom, open space play fields, trailhead facilities, fishing pier, multi-use trail, historical and environmental education amenities, wetlands, parking, landscaping and neighborhood park facilities. The Town's parks system seeks to: increase water storage and storm water runoff filtering; provide community parks; promote and preserve environmental and recreational areas; provide access to water and open space; construct and link recreational facilities with multi-use trails throughout the Town.							
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: 2042	\$ 3,408					
Revenue/Other	\$ -						
Total	\$ 68,760						

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, PROS Manager		
Department	Parks, Recreation and Open Spaces			Division	N/A		
Project Location	11-Acre Calusa Corners Park at 4701 Hawkes Bluff Avenue						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Studies	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000	\$ 26,214
Engineering, Architecture & Permitting	\$ -	\$ 10,000	\$ 49,750	\$ -	\$ -	\$ 59,750	\$ 539,399
Land Acquisition/Site preparation	\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ 72,000	\$ 6,939,341
Construction		\$ 161,000	\$ 418,475	\$ 189,000	\$ 211,000	\$ 979,475	\$ 55,029
Equipment/Furnishings		\$ 31,000	\$ 35,000	\$ 6,500	\$ -	\$ 72,500	\$ 50,087
Other-Landscaping	\$ 27,450	\$ -	\$ -	\$ -	\$ -	\$ 27,450	\$ -
TOTAL COST:	\$ 27,450	\$ 296,000	\$ 503,225	\$ 195,500	\$ 211,000	\$ 1,233,175	\$ 7,610,070
Revenue Source	CIP-FB	NF	NF	NF	NF	CIP-FB= \$27,450 NF= \$1,205,725	G= \$7,044,457 CIP-FB= \$565,613
Description (Justification and Explanation)							
Development of the following elements in Calusa Corners Park is ranked as 2nd priority for Fiscal Year 2022: a nature trail with removal of expired landscape features and addition of native and beneficial exotic species. This non-recurring funding is proposed utilizing the Capital Projects fund existing assigned fund balance for Capital Projects therefore having no impact to TRIM/Millage or Taxes. Commitments for development at the Calusa Corners site retain only those amenities currently necessary to satisfy grant requirements, including open space play fields, fishing pier, historic and environmental education, wetlands, and interconnection between two distinct water storage areas. Improvements completed to date include development of playground, picnic facilities, multi-use trail, parking, and landscaping, which were funded by three (3) grants from the Florida Recreation Development Assistance Program. Development of this Parks drainage interconnect and associated wetland area was completed in 2019 and recorded in the Towns Transportation fund through funding and cooperation from the South Florida Water Management District and South Broward Drainage District with matching funds from the Town. 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. 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.							
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: 2042	\$ 4,395					
Revenue/Other	\$ -						
Total	\$ 33,905						

DEBT SERVICE FUND

Services, Functions, and Activities:

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

Debt Service Fund Summary Fiscal Year 2022

FY 2021 Estimated

Estimated Debt Service Revenue	1,304,655
Estimated Expenditures & Encumbrances	<u>(954,179)</u>
Estimated FY 2021 Year End Difference	<u><u>350,476</u></u>

FY 2022 Projected Assigned Fund Balance

Audited Assigned Fund Balance 9/30/2020	217,623
Estimated FY 2021 Year End Difference	350,476
Appropriated Assigned Fund Balance for FY 2021	<u>-</u>
Projected Assigned Fund Balance 9/30/2021	<u>568,099</u>
Appropriated Assigned Fund Balance for FY 2022	<u>-</u>
Projected Assigned Fund Balance 9/30/2022	<u><u>568,099</u></u>

FY 2022 Budget Summary

Proposed Revenues

Transfer from General Fund	1,004,741
Appropriated Assigned Fund Balance	<u>-</u>
Total Revenues	<u>1,004,741</u>

Proposed Expenditures

Debt Service	1,004,741
Non-Operating Expenses	<u>-</u>
Total Expenditures	<u>1,004,741</u>

Debt Service Fund Revenues

Line Item: 201-0000:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Adopted
361-36110	Interest - Equity in Pooled Cash	1,003	-	-	-	-
381-38101	Transfer from General Fund	1,055,972	1,028,791	1,304,655	1,304,655	1,004,741
384-38400	Loan/Debt Proceeds	-	-	-	-	-
399-39900	Appropriated Assigned Fund Balance	-	-	-	-	-
TOTAL	Miscellaneous Revenues	1,056,975	1,028,791	1,304,655	1,304,655	1,004,741
TOTAL	DEBT SERVICE FUND	1,056,975	1,028,791	1,304,655	1,304,655	1,004,741

Debt Service Fund Expenditures

Line Item Prefix: 201-5200-517:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix	Object Description					
71100	Principal	575,595	588,432	607,001	607,000	819,688
525-71100	Principal - Emergency	75,370	-	-	-	-
72100	Interest	330,701	317,535	294,142	299,760	178,553
525-72100	Interest - Emergency	2,732	-	-	-	-
73100	Other Debt Service Costs	-	-	6,500	47,420	6,500
TOTAL	DEBT SERVICE	984,397	905,967	907,643	954,179	1,004,741
519-99100	Contingency - Debt Service Provision	-	-	397,012	-	-
581-91401	Transfers to Solid Waste Fund	117,253	29,868	-	-	-
TOTAL	NON-OPERATING EXPENSES	117,253	29,868	-	-	-
TOTAL	DEBT SERVICE FUND	1,101,650	935,835	1,304,655	954,179	1,004,741

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
73100	\$40,920	Higher due to closing costs on the refinance of the Series 2021 loan

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
71100	\$212,688	Higher due to Ser 2021 refinance newly includes principal repayment
72100	(\$121,207)	Lower due to favorable refinance of the Series 2021 loan
73100	(\$40,920)	Lower due to no refinancing/costs anticipated

Debt Service Disclosure

Description/Type	Total P & I FY 2019 Actual	Total P & I FY 2020 Actual		Total P & I FY 2021 Projected	Total P & I FY 2022 Proposed	Total P & I FY 2023 & Thereafter
TD Bk Series 2013-Refund/Improvement Rev Bds	241,445	241,117		241,908	242,118	956,722
TD Bk Series 2011-New Town Hall Refinance	286,523	286,523		286,523	71,631	-
TD Bk Series 2016-Public Purpose Land Acq.	251,875	251,875		251,875	-	-
TD Bk Series 2021-Public Purp Land Acq.Refinance	-	-		-	597,069	8,358,961
TD Bk Series 2018 - Emergency LOC-Govt Fds	78,102			-	-	-
TD Bk Series 2018-Emergency LOC-Enterprise/SW Fd	117,253	29,868		-	-	-
Centennial Bk Road Paving/Drainage Loan	96,968	96,967		96,967	57,938	-
TD Equip. Fince-Rosenbauer Pumper Note Pay	29,485	29,485		29,485	29,486	29,483
Other Debt Service Costs incl Emergency LOC				47,420	6,500	-
Total Debt Service	\$ 1,101,650	\$ 935,835		\$ 954,179	\$ 1,004,741	\$ 9,345,166



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.

FY 2021-2022

Transportation Fund

Services, Functions, and Activities:

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

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

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

FY 2020/2021 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 permitting of a Drainage Improvement Project at SW 182nd Avenue and SW 50th Street.
Completed bidding of Drainage Improvement Project on SW 202 Avenue.

- Completed construction of the Green Meadows Drainage Improvements, which were funded by a \$500,000 grant from Florida Department of Environmental Protection.
 - Completed construction of the Green Meadows Mitigation Project, which was funded by a \$194,000 from Florida Department of Emergency Management – Hurricane Loss Mitigation Program.
 - Completed construction of Phase I and completed design of Phase II of the Dykes Road Drainage Improvements, which was funded by a \$200,000 Florida Department of Environmental Protection grant.
- Awarded the following grants to supplement the Transportation Fund:
- \$1,223,165 Broward County Surtax for TSDOR: SW 202nd Avenue and its side-streets, SW 201st Terrace, SW 199th Avenue and its side-street, and SW 196th Lane
 - \$737,045 Broward County Surtax for TSDOR: SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, and Holatee Trail (from Stirling Road to Old Sheridan Street).
 - \$124,000 Broward County Surtax for SW 50th Street and SW 182nd Avenue Drainage Project
 - \$12,000 Broward County Surtax for Drainage Improvement on SW 61st Court (Design Only)
 - \$250,000 Rebuild Florida Grant for a Stormwater Master Plan
- 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 construction of the Fiscal Year 2019/2020 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program (SW 188th Avenue and associated side streets).
 - Completed permitting of the Fiscal Year 2021 road segments of the TSDOR Program (SW 196th Avenue, SW 199th Avenue, SW 201st Terrace, SW 202nd Avenue and associated side streets).
 - Completed survey and design of the Fiscal Year 2022 road segments of the TSDOR Program (Carlyn Lane, SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, SW 134th Avenue and Holatee Trail - from Stirling Road to Old Sheridan Street).
 - Completed Right of Way acquisition of the Fiscal Year 2023 road segments of the Transportation and Surface Drainage On-Going Rehabilitation (TSDOR) Program.
 - Completed survey, design and bidding of the Hancock Road Guardrail project, which was funded by a \$375,000 FDOT grant.
- In accordance with Priority Area D “Improved Infrastructure” Goal 2d, Objective 4 of the Town’s Strategic Plan to improve water resource management the department completed the following:

- Completed Community Rating System (CRS) Program recertification.
- Prepared and submitted to the Florida Department of Environmental Protection (FDEP) the Town's NPDES Annual Report.
- Developed several public interfacing GIS maps that are now available on the Town's website.

Issues:

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

FY 2021/2022 Performance Objectives:

- Evaluate the stormwater design requirements
- Review fill permit process
- Utilize monthly newsletter as an educational tool for drainage issues
- Develop Stormwater Master Plan
- Complete Fiscal Year 2021 components (SW 196th Avenue, SW 199th Avenue, SW 201st Terrace, SW 202nd Avenue and associated side streets) of the TSDOR Program road construction (pending Mobility Advancement Program - f/k/a Transportation Surtax funding availability).
- Complete Fiscal Year 2022 TSDOR program road design and bid document preparation (Carlyn Lane, SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, SW 134th Avenue and Holatee Trail - from Stirling Road to Old Sheridan Street) (pending Mobility Advancement Program - f/k/a Transportation Surtax funding availability).
- Complete Fiscal Year 2024 TSDOR program road improvement Right of Way acquisition (pending Mobility Advancement Program - f/k/a Transportation Surtax funding availability).
- Further develop and expand GIS database.

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

Personnel Complement:

	Adopted FY 2021			Proposed FY 2022		
Position Title	Full Time	Part Time	Temp	Full Time	Part Time	Temp
Town Engineer	.5			.5		
Total	.5			.5		

Municipal Transportation Fund Summary Fiscal Year 2022

FY 2021 Estimated

Estimated Transportation Revenue	3,209,595
Estimated Expenditures & Encumbrances	<u>(2,880,573)</u>
Estimated FY 2021 Year End Difference	<u><u>329,022</u></u>

FY 2022 Projected Restricted/Committed Fund Balance

Audited Restricted/Committed Fund Balance 9/30/2020	2,348,595 *
Estimated FY 2021 Year End Difference	329,022
Appropriated Restricted/Committed Fund Balance FY 2021	<u>(1,477,670)</u>
Projected Restricted/Committed Fund Balance 9/30/2021	1,199,947 *
Appropriated Restricted/Committed Fund Balance FY 2022	<u>(198,055)</u>
Projected Restricted/Committed Fund Balance 9/30/2022	<u><u>1,001,892 *</u></u>

FY 2022 Budget Summary

Proposed Revenues

Intergovernmental Revenues	2,831,897
Interest Earnings	5,000
Transfer From General Fund	1,183,482
Appropriated Restricted/Committed Fund Balance	<u>198,055</u>
Total Revenues	<u><u>4,218,434</u></u>

Proposed Expenditures

Personnel Costs	87,945
Operating Items	766,400
Capital Outlay	<u>3,364,089</u>
Total Expenditures	<u><u>4,218,434</u></u>

NOTE:

* Includes the Transportation Surface and Drainage Ongoing Rehabilitation Program (TSDOR) Construction Contingency/Committed Fund Balance of \$1,164,547 for FY 2020 and projections of \$319,797 and \$236,007 for FY's 2021 and 2022, respectively.

Municipal Transportation Revenues

Line Item Prefix: 101-0000-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
312-31241	First Local Option Gas Tax (.06)	81,525	72,330	65,931	70,805	76,533
312-31242	2nd Local Option(51.27%of.03)+ Transit(26%of.01)Gas Tax(.05 in total)	57,979	50,927	44,658	49,648	54,213
334-33449	State Grant - Transportation	157,173	560,206	879,747	862,765	705,824
335-33512	State Revenue Share-Gas Tax (.08)	38,390	36,428	32,584	35,117	35,117
338-33846	Local Shared Revs-Brwd Cty Surtax-Drainage	-	-	177,160	124,000	-
338-33848	Local Shared Revs-Brwd Cty Surtax-TSDOR	-	-	-	-	1,960,210
TOTAL	Intergovernmental Revenues	335,067	719,891	1,200,080	1,142,335	2,831,897
					-	-
361-36110	Interest Earnings	28,214	26,330	5,000	7,500	5,000
381-38101	Transfer From General Fund	904,938	1,322,404	582,090	582,090	1,183,482
399-39900	Appropriated Restricted/Committed Fd Balance	-	-	1,477,670	1,477,670	198,055
TOTAL	Miscellaneous Revenues	933,152	1,348,734	2,064,760	2,067,260	1,386,537
TOTAL		1,268,219	2,068,625	3,264,840	3,209,595	4,218,434

Municipal Transportation Fund Expenditures

Line Item Prefix: 101-5100-541:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
12100	Regular Salaries & Wages	64,128	71,091	72,995	72,645	75,525
21100	Payroll Taxes	4,906	5,438	5,584	5,557	5,778
22100	Retirement Contribution	3,189	3,522	3,617	3,600	3,744
23100	Life & Health Insurance	-	-	175	163	167
24100	Workers Compensation	2,196	1,174	2,640	2,627	2,731
TOTAL	PERSONNEL EXPENSES	74,420	81,225	85,011	84,592	87,945
31010	Professional Services/Studies/Surveys	22,341	9,255	32,276	30,000	335,000
40100	Mileage Reimbursement	302	313	300	400	300
46010	Maintenance Service/Repair Contracts	59,211	67,727	81,348	81,348	81,348
49100	Other Current Charges	4,370	2,963	5,000	4,000	5,000
53100	Road Materials-Gen. &/or Emergency	122,960	133,744	140,000	170,000	150,000
53110	Road Materials-Griffin Road Maintenance	141,159	149,200	156,429	161,752	159,752
53200	Traffic Signs/Wayfair	26,486	22,763	34,000	60,000	35,000
TOTAL	OPERATING EXPENSES	376,830	385,965	449,353	507,500	766,400
63260	Infrastructure-Drainage:Non-Surtax	299,244	518,043	1,116,124	810,196	1,305,824
63265	Infrastructure - Drainage:Surtax	-	-	229,667	176,507	-
63280	Infrastructure-Rd Pave/TSDOR:Non-Surtax	167,323	228,305	976,927	896,744	83,790
63285	Infrastructure-Rd Pave/TSDOR:Surtax	-	-	-	-	1,960,210
63320	Infrastructure - Guardrails	-	96,701	378,299	378,299	-
63360	Infrastructure - Striping/Markers	-	-	29,459	26,735	14,265
TOTAL	CAPITAL OUTLAY	466,567	843,049	2,730,476	2,288,481	3,364,089
TOTAL	TRANSPORTATION FUND	917,817	1,310,239	3,264,840	2,880,573	4,218,434

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
53100	\$30,000	Higher due to aging infrastructure & more emergency repairs than anticipated
53200	\$26,000	Higher due to more replacement and repairs of signage than anticipated
63260	(\$305,928)	Lower due to delays caused by Covid-19
63265	(\$53,160)	Lower due to drainage-surtax design projects not deemed eligible
63280	(\$80,183)	Lower due to TSDOR project not completed in FY 21

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
31010	\$305,000	Higher due to a Program Mod for Stormwater Master Plan & TSDOR Study
53100	(\$20,000)	Lower due to less anticipated emergency repairs in FY 22
53200	(\$25,000)	Lower due to less anticipated signage repairs in FY 22
63260	\$495,628	Higher primarily due to funding for SW 185 Way/63rd St CIP proposed
63265	(\$176,507)	Lower due to completion of drainage surtax project in FY 21
63280	(\$812,954)	Lower due to decreased TSDOR: Non-surtax funding proposed
63285	\$1,960,210	Higher due to commencement of TSDOR surtax projects
63320	(\$378,299)	Lower due to completion of Stirling Rd project in FY 21

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR): Surtax						
Priority	Transportation #1(a)			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Planning / Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering Design and Surveying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Mitigation (Legal)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction including Contingency & Inflation	\$ 1,960,210	\$ -	\$ -	\$ -	\$ -	\$ 1,960,210	\$ -
Construction Reserve: Replenishment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost	\$ 1,960,210	TBD	TBD	TBD	TBD	\$ 1,960,210	\$ -
Revenue Source	STx	STx	STx	STx	STx	STx	N/A
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. Depending on existing road conditions, construction costs include new pavement surfacing, truing and leveling, full depth reclamation and/or rehabilitation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. The Town Council has provided direction to pursue Broward County Rehabilitation and Maintenance Surtax dollars instead of funding design, surveying or construction in 2021. As a result the two year funding cycle is suspended until the Town Council provides direction to reinstate the TSDOR program schedule. In FY 21 the Town received funding for the construction of two TSDOR projects: SW 202 Avenue and side streets; SW 201 Terrace; SW 199 Avenue and side street; SW 196 Lane (\$737,045) and SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, and Holatee Trail south (\$1,223,165). These projects must be constructed within one year of the grant agreement. The Town will submit the following road segments for Surtax funding consideration in FY 22: SW 164th Terrace, SW 163rd Avenue, SW 162nd Avenue, SW 53rd Street as well as SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court. These projects will be submitted for design the first year and construction thereafter.							
FY 2022 ROAD SEGMENTS					COST**		
SW 202 Avenue and side streets; SW 201 Terrace; SW 199 Avenue and side street; SW 196 Lane (\$737,045 grant)					\$737,045		
SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, and Holatee Trail (south) (\$1,223,165 grant)					\$1,223,165		
FY 2023 - 2026 ROAD SEGMENTS							
SW 164th Terrace, SW 163rd Avenue, SW 162nd Avenue, SW 53rd Street (Design, Permitting & Construction)					TBD		
SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court (Design, Permitting & Construction)					TBD		
Holatee Trail (Stirling Rd. to E. Palomino Dr.), Hunter Lane, SW 134th Ave, Luray Road					TBD		
Stirling Rd (Dykes Rd. to SW 166 Ave) and SW 166 Ave Side Streets: SW 61 St., SW 62 St., SW 63 Mr, SW 64 St., SW 69 St.					TBD		
** Segment costs assume full public right of way is available					FY 2022-2026 Grand TOTAL:		\$1,960,210
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2022				
Operating	\$ -						
Replacement Cost	FY 2022	\$ 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: Non-Surtax						
Priority	Transportation #2(b)			Project Manager	Rod Ley, P.E.		
Department:	Public Works: Engineering			Division	Engineering		
Project Location	Various locations in Town limits.						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,200
Engineering/Architecture	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 140,000	\$ 110,946
Land Acquisition/ Site	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,285,824	\$ 108,000	\$ 108,000	\$ 108,000	\$ 108,000	\$ 1,717,824	\$ 2,598,025
Equipment/ Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST	\$ 1,305,824	\$ 138,000	\$ 138,000	\$ 138,000	\$ 138,000	\$ 1,857,824	\$ 2,718,170
Revenue Source	G=\$455,824 TFB=\$100,000 GF-Tfr=\$500,000 GF-FB=\$250,000	GF Tfr	GF Tfr	GF Tfr	GF Tfr	G=\$455,824 TFB=\$100,000 GF-Tfr=\$1,052,000 GF-FB=\$250,000	G=\$1,860,140 GF Tfr=\$786,033 TFB=\$71,997
Description (Justification and Explanation)							
The Town desires to provide and maintain a reasonable planning level of roadway drainage service by identifying, prioritizing and implementing an annual street drainage improvement plan. The Town's Drainage & Infrastructure Advisory Board (DIAB) has approved a list of street drainage projects. A drainage project is scheduled for implementation only when rights-of-way or easements are resolved. The Town was awarded \$200,000 from FDEP with a \$100,000 Town match in FY 20 for the Dykes Road Slip Lining and Dykes Road / SW 54th Place Connection. A carryover of \$200,824 is required, utilizing \$100,824 of Grant + \$100,000 transportation fund balance , and the project will be completed in FY 22. The Town is also budgeting for a) completion of the Country Estates Drainage Project that connects SW 51st Manor to SW 54th Place (interconnect through the Frontier Trails Park) in FY 2022 with a \$355,000 grant from FDEP with a proposed \$100,000 match via a general fund transfer impacting trim/millage; b) SW 185th Way and SW 63rd Street drainage improvment via a combined GF Tfr impacting trim/millage of \$400,000 with \$250,000 transferred from unassigned General Fund Fund Balance totaling \$650,000. The FY 2022 – 2026 priorities are as follows:							
Projects							Estimated Cost
Dykes Road Slip Lining and Dykes Road / SW 54th Place Connection: (\$100,824 Grant carryover(G) + \$100,000 TFB/match carryover from FY20)							\$200,824
Country Estates Drainage from SW 51st Manor to SW 54th Place (\$355,000 Grant (G) + \$100,000 Town Match (GF-Tfr))							\$455,000
SW 185th Way and SW 63rd Street (GF-Tfr of \$400,000 + GF-FB of \$250,000)							\$650,000
Sub-total FY 2022							\$1,305,824
FY 2023: SW 54th Street and 17400 block interconnect (GF-Tfr)							\$138,000
FY 2024: Future Project TBD (GF-Tfr)							\$138,000
FY 2025: Future Project TBD (GF-Tfr)							\$138,000
FY 2026: Future Project TBD (GF-Tfr)							\$138,000
Sub-total FY's 2023-2026							\$552,000
Grand Total FY's 2022-2026							\$1,857,824
Annual Impact on Operating Budget							
Personnel	\$		Estimated annual maintenance cost to comply with NPDES requirements.				
Operating	\$5,000						
Replacement Costs	Year: 2041	\$					
Revenue/Other	\$						
Total	\$5,000						

FUNDED

Town of Southwest Ranches Capital Improvement Project							
Project	Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax						
Priority	Transportation #1(b)			Project Manager	Rod Ley, P.E.		
Department	Public Works			Division	Engineering		
Project Location	Various locations within the Town's municipal boundaries.						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Planning / Permitting	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000	\$
Engineering Design and Surveying	\$ 58,790	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 618,790	\$ 498,234
Land Mitigation (Legal)	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000	\$ 9,358
Construction including Contingency & Inflation							\$ 2,298,725
Construction Reserve: Replenishment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost	\$ 83,790	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 703,790	\$ 2,806,317
Revenue Source	TFB (mill=None)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	GF Tfr (mill=TBD)	TFB = \$83,790 GF Tfr = 620,000	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. Depending on existing road conditions, construction costs include new pavement surfacing, grading and leveling, full depth reclamation and/or rehabilitation, and drainage swale improvements. Maintenance costs will be addressed within annual operating budgets and are not included in this CIP budget projection. The Town Council has provided direction to pursue Surtax dollars instead of funding design, surveying or construction. As a result, the existing two-year funding cycle is suspended. In FY 21, the Town received Broward County Surtax funding for the construction of two TSDOR projects: SW 202 Avenue and side streets; SW 201 Terrace; SW 199 Avenue and side street; SW 196 Lane (\$737,045) and SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, and Holatee Trail (\$1,223,165). These projects must be constructed within one-year of the Surtax funding agreement-Refer to a separate TSDOR-Surtax CIP for further details. However, engineering costs were not included in the Surtax agreements, therefore the Town is responsible for the engineering costs, which are a carryover from FY 21 and included within this CIP and will utilize the existing committed TSDOR contingency/reserve fund balance (NOT TRIM/Millage) . Additionally, the Town will routinely incur expenses (e.g. planning, design) to be able to submit the following road segments for Surtax funding consideration: SW 164th Terrace, SW 163rd Avenue, SW 162nd Avenue, SW 53rd Street as well as SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court. All legal expenses (\$20,000) associated with unforeseen FY 2024 road segment right-of-way issues are also included in the FY 2022 budget projection (two-year window) and will also be funded via the committed TSDOR contingency/reserve fund Balance.							
FY 2022 ROAD SEGMENTS (Carryover)						COST**	
SW 202 Avenue and side streets; SW 201 Terrace; SW 199 Avenue and side street; SW 196 Lane (\$30,400 FY 21 Carryover for Construction Engineering Inspections)						\$30,400	
SW 128th Avenue, SW 130th Avenue, SW 52nd Street, SW 133rd Avenue, Lupo Lane, and Holatee Trail (south) (\$28,390 FY 21 Carryover for Construction Engineering Inspections)						\$28,390	
FY 2023 NEW ROAD SEGMENTS							
SW 164th Terrace, SW 163rd Avenue, SW 162nd Avenue, SW 53rd Street (Design, Permitting & Construction)						TBD	
SW 166th Avenue, SW 51st Manor, SW 52nd Place, SW 54th Place and SW 59th Court (Design, Permitting & Construction)						TBD	
Holatee Trail (Stirling Rd. to E. Palomino Dr.), Hunter Lane, SW 134th Ave, Luray Road						TBD	
Stirling Rd (Dykes Rd. to SW 166 Ave) and SW 166 Ave Side Streets: SW 61 St., SW 62 St., SW 63 Mr, SW 64 St., SW 69 St.						TBD	
FY 2022 Total Construction including Contingency and Inflation						\$58,790	
FY 2023 Road Segments Engineering Design and Surveying						\$0	
Construction Reserve: Replenishment						\$0	
Planning / Permitting						\$5,000	
FY 2022 Segments TOTAL:						\$63,790	
FY 2024 Land Mitigation (Legal) TOTAL:						\$20,000	
FY 2022 Grand TOTAL:						\$83,790	
** Segment costs assume full public right of way is available							
	FY 15 & 16 & 17 & 18 & 19 (orig. Bud'ts)	FY 2020 (orig + current Budget)	FY 2021 (orig + current Budget)	Less: Total Expenditures thru 9/30/2021 (est.)	SUB-TOTAL @ 9/30/2021 (est.)	FY 2022 Reserve Replenishment/ (Utilization)-Net	TOTAL @ 9/30/2022 (est.)
Construct./Committ. Reserve(detail):	\$ 2,255,900	\$ 870,214	\$ -	\$ (2,806,317)	\$ 319,797	(\$83,790)	\$ 236,007
Annual Impact on Operating Budget							
Personnel	\$ -		ESTIMATED MAINTENANCE FOR UNFORSEEN DAMAGES TO 2022				
Operating	\$ -						
Replacement Cost	FY 2022	\$ 5,000					
Revenue/Other	\$ -						
Total	\$ 5,000						

FUNDED

Town of Southwest Ranches Capital Improvement Project

Town of Southwest Ranches Capital Improvement Project							
Project	Pavement Striping and Markers						
Priority	Transportation #4			Project Manager	Rod Ley, P.E.		
Department	Public Works : Engineering			Division	Engineering		
Project Location	Various town streets (non-TSDOR)						
Fiscal Year	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total	Prior Years
Plans and Studies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,850
Engineering, Architecture & Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition/Site preparation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 14,265	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 94,265	\$ 444,637
Equipment/Furnishings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COST:	\$ 14,265	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 94,265	\$ 458,487
Revenue Source	TFB=\$14,265	GAS=\$5,000 GF Tfr=\$15,000	GAS=\$5,000 GF Tfr=\$15,000	GAS=\$5,000 GF Tfr=\$15,000	GAS=\$5,000 GF Tfr=\$15,000	GAS=\$20,000 GF Tfr=\$60,000 TFB=\$14,265	GAS=\$18,897 TFB=\$135,000 GF Tfr=\$254,590 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 2022 as follows:							
* 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		
TOTAL:					\$14,265		
Annual Impact on Operating Budget							
Personnel	\$ -		Estimated annual cost for re-striping and markers replacement in eight years.				
Operating	\$ -						
Replacement Cost	Year: 2030	\$ 30,000					
Revenue/Other	\$ -						
Total	\$ 30,000						

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

Stormwater Master Plan

Department Name	Division Name	Fund	Priority	Fiscal Impact
Public Works	Engineering	Transportation	1	\$250,000

Justification and Description

The Town was awarded a \$250,000 Rebuild Florida Grant in FY 2021 from the Florida Department of Economic Opportunity (DEO). 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.

Ultimately, this program modification will have no TRIM/Millage/Taxes impact as its cost is 100% covered by a grant.

Alternative/Adverse Impacts if not funded:

If the Town does not complete this project, the Town will lose a \$250,000 grant with no required Town match as well as be unable to address and identify flooding issues which persist throughout the Town.

Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010	Stormwater Master Plan	\$250,000

FUNDED

Town of Southwest Ranches, Florida

FY 2022 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	\$50,000

Justification and Description

The Town of Southwest Ranches completed the transportation surface and drainage ongoing rehabilitation (TSDOR) program study in November 2013 by hiring King Engineering Associates to perform a 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 7.73 miles as detailed below.

Prior to FY 2021, before the availability of Mobility Advancement Project funding, as per the direction of the Drainage and Infrastructure Advisory Board (DIAB), the TSDOR program annual budget was 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 Actual Cost	Original Study Estimated 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 & 5	SW 188 th Avenue and Side Streets	2.50	Completed FY 2020	\$135,565	\$1,069,655	\$1,205,220	\$448,000
6	SW 202 nd Avenue, SW 201 st Terrace, SW 199 th Avenue, and SW 196 th Lane	3.28	TBD	\$90,410	TBD	TBD	\$555,600

FUNDED

Town of Southwest Ranches, Florida

FY 2022 Program Modification

page 2 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	\$50,000

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 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 arduous 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. The proposed cost is estimated by the Town Engineer.

Required Resources

Line item	Title or Description of request	Cost
101-5100-541-31010	TSDOR Program Study Update	\$50,000

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

Volunteer Fire Fund Summary Fiscal Year 2022

FY 2021 Estimated

Estimated Volunteer Fire Fund Revenues	234,008
Estimated Expenditures & Encumbrances	(221,483)
Estimated FY 2021 Excess of Revenue over Expenditures	<u>12,525</u>

FY 2022 Projected Restricted Fund Balance

Audited Restricted Fund Balance 9/30/2020	38,525
Estimated FY 2021 Excess of Revenue over Expenditures	12,525
Appropriated Restricted Fund Balance in FY 2021	<u>-</u>
Projected Restricted Fund Balance 9/30/2021	<u>51,050</u>
Appropriated Restricted Fund Balance in FY 2022	<u>-</u>
Projected Restricted Fund Balance 9/30/2022	<u>51,050</u>

FY 2022 Budget Summary

Proposed Revenues

Contributions/Private Sources	10,000
Transfer from General Fund	227,354
Appropriated Restricted Fund Balance	<u>-</u>
Total Revenues	<u>237,354</u>

Proposed Expenditures

Personnel Costs	209,630
Operating Items	<u>27,724</u>
Total Expenditures	<u>237,354</u>

Volunteer Fire Fund Revenues

Line Item Prefix: 102-0000-:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
364-36400	Disposition of Assets	-	-	-	-	-
366-36610	Contributions/Donations-Private Sources	13,264	5,763	10,000	10,000	10,000
361-36117	Interest Earnings	1,156	772	-	240	-
381-38101	Transfer from General Fund	182,892	195,013	223,768	223,768	227,354
399-39900	Appropriated Fund Balance	-	-	-	-	-
TOTAL	Non-Operating Revenue	197,313	201,548	233,768	234,008	237,354
TOTAL	VOLUNTEER FIRE FUND	197,313	201,548	233,768	234,008	237,354

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 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix Code	Object Description					
13100	Part-Time Salaries & Wages	146,502	156,034	176,000	176,000	176,000
21100	Payroll Taxes	11,208	11,937	13,464	13,464	13,464
24100	Workers Compensation	16,453	16,343	17,439	16,476	20,166
TOTAL	PERSONNEL EXPENSES	174,163	184,314	206,903	205,940	209,630
45100	Property and Liability Insurance	15,106	14,665	16,865	14,543	17,724
48110	Promotional Activities	2,282	848	10,000	1,000	10,000
49100	Other Current Charges	3,312	630	-	-	-
TOTAL	OPERATING EXPENSES	20,701	16,143	26,865	15,543	27,724
581-91001	Transfer to General Fund	-	-	-	-	-
TOTAL	NON-OPERATING EXPENSES	-	-	-	-	-
TOTAL	VOLUNTEER FIRE FUND	194,863	200,457	233,768	221,483	237,354

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 2021 to Projected FY 2021

Code	Amount	Explanation
48110	(\$9,000)	Lower than anticipated fund raising expenses

Major Variance or Highlights of the Departmental Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
48110	\$9,000	Higher 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.

FY 2021-2022



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. No changes in total rates are proposed for FY 2022.

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.

FY 2021-2022

Solid Waste Fund

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

Currently, Waste Pro of Florida, Inc is the contractual vendor since 10/1/2018, and 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 sanctions, fines and penalty provisions if service delivery falls below Town expectations.

General Town administrative support services provide several services for this fund (such as: customer service, general management, public works, code compliance, finance & budget (for residential collection and accounts payable) and legal. The Solid Waste Fund offsets some of these costs with a service payment/transfer to the General Fund of \$243,032 to reimburse (i.e. cost recovery) a portion of its overall personnel costs.

For FY 2019/2020, Council adopted a decrease in all residential categories averaging 5.4%, depending on parcel lot size square footage and still was able to retain full cost recovery. This was primarily 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. As previously mentioned, next years (FY 2021/2022) rates are proposed at no changes to any parcel lot size and will continue to maintain full cost recovery status. The annual collection element contract adjustments include: 1) an increase based on the Miami/Fort Lauderdale consumer price index (1.12%) and 2) a decrease in the year-to-year fuel adjustment indices (-16.63%) which, when converted to dollars, primarily offset each other enabling no changes to rates. However, total proposed solid waste assessment expenses have slightly increased \$14,391 to \$1,834,475 from \$1,820,084 primarily due to an increase in total service units (to #2,656 from #2,629).

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 Townwide residential rates are not impacted from emergency disaster recovery efforts. A Series 2018 \$10 million emergency line of credit debt service is available to draw upon in the event of a future disaster, if necessary.

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 continuing to process their waste in the most efficient and environmentally sound manner.

Solid Waste Fund Summary Fiscal Year 2022

FY 2021 Estimated

Estimated Solid Waste Fund Service Revenue	1,718,302
Estimated Expenditures & Encumbrances	<u>(1,702,114)</u>
Estimated FY 2021 Excess of Revenue over Expenditures	<u><u>16,188</u></u>

FY 2022 Projected Unrestricted Net Position

Audited Unrestricted Net Position 9/30/2020	759,322
Estimated FY 2021 Excess of Revenue over Expenditures	16,188
Appropriated Unrestricted Net Position in FY 2021	<u>-</u>
Projected Unrestricted Net Position 9/30/2021	<u>775,510</u>
Appropriated Unrestricted Net Position in FY 2022	<u>-</u>
Projected Unrestricted Net Position 9/30/2022	<u><u>775,510</u></u>

FY 2022 Budget Summary

Proposed Revenues

Service Revenues	1,705,612
Interest Earnings	5,000
Appropriated Unrestricted Net Assets	<u>-</u>
Total Revenues	<u>1,710,612</u>

Proposed Expenditures

Operating Items	1,466,580
Non-Operating Costs	<u>244,032</u>
Total Expenditures	<u>1,710,612</u>

Solid Waste Fund Revenues

Line Item Prefix: 401-0000:		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
325-32524	Solid Waste Assessment	782,042	802,899	801,283	801,283	797,203
325-32525	Solid Waste Assessment - Delinquent	755	357	-	-	-
325-32526	Bulk Waste Assessment	1,012,165	910,566	908,302	908,302	908,409
325-32527	Bulk Waste Assessment - Delinquent	1,011	705	-	-	-
331-33151	Federal Grants - FEMA - Irma	3,743,838	14,874	-	-	-
334-33451	State Grants - FEMA - Irma	205,425	55,738	-	39	-
TOTAL	Service Revenues	5,745,236	1,785,139	1,709,585	1,709,624	1,705,612
369-36990	Other Miscellaneous Revenues	130	65	-	130	-
381-38120	Transfer from Debt Service Fund	117,253	29,868	-	-	-
389-38910	Interest Earnings	21,248	20,098	4,000	8,548	5,000
398-39800	Appropriated Unrestricted Net Assets	-	-	-	-	-
TOTAL	Miscellaneous Revenues	138,631	50,031	4,000	8,678	5,000
TOTAL	SOLID WASTE	5,883,868	1,835,169	1,713,585	1,718,302	1,710,612

Solid Waste Fund Expenditures

		FY 2019 Actual	FY 2020 Actual	FY 2021 Current Budget	FY 2021 Projected	FY 2022 Proposed
Suffix Code	Object Description					
31010	Professional Services	518	403	4,000	-	4,000
34200	Recycling Expense	102,947	105,862	107,565	107,579	108,936
34202	Solid Waste Collection Expense	396,465	409,353	415,939	415,803	421,050
34203	Solid Waste Disposal Expense	145,428	146,891	147,960	147,960	149,480
34205	Bulk Waste Collection Expense	366,825	376,780	382,842	382,993	387,826
34206	Bulk Waste Disposal Expense	375,817	379,598	382,362	382,362	386,289
49100	Other Current Charges	590	-	5,000	-	5,000
525-49901	Hurricane Irma - Debris Monitoring	-	-	-	-	-
525-49902	Hurricane Irma - Debris Removal	8,373	-	-	-	-
525-49910	Hurricane Irma-Grant/Public Assistance	1,042	323	3,000	1,500	4,000
TOTAL	OPERATING EXPENSES	1,398,004	1,419,210	1,448,668	1,438,197	1,466,580
525-72100	Interest - Emergency LOC	117,253	16,092	-	-	-
525-73100	Other Debt Svc Costs-Emergency LOC	-	175	-	-	-
TOTAL	DEBT SERVICE	117,253	16,267	-	-	-
581-91001	Transfer to General Fund	258,313	251,160	263,917	263,917	243,032
99100	Contingency	-	-	1,000	-	1,000
TOTAL	NON-OPERATING EXPENSES	258,313	251,160	264,917	263,917	244,032
TOTAL	SOLID WASTE FUND	1,773,570	1,686,637	1,713,585	1,702,114	1,710,612

Major Variance from Current Budget FY 2021 to Projected FY 2021

Code	Amount	Explanation
49100	(\$5,000)	Lower recycling containers needed than anticipated

Major Variance or Highlights of the Fund Budget - FY 2021 Projected to FY 2022 Proposed

Code	Amount	Explanation
49100	\$5,000	Provision for additional recycling containers

Town of Southwest Ranches
Proposed FY 2021/2022
Solid Waste Assessment Worksheet

Sources:

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

Description	Solid Waste & Recycling	Bulk Waste	Total Proposed FY 21/22
% Allocation Direct Expenses Only	46.74%	53.26%	

Direct Expenses:

Solid Waste Collection	\$ 421,050	\$ -	\$ 421,050
Recycling Collection	\$ 108,936	\$ -	\$ 108,936
Bulk Waste Collection	\$ -	\$ 387,826	\$ 387,826
Solid Waste Disposal	\$ 149,480	\$ -	\$ 149,480
Bulk Waste Disposal	\$ -	\$ 386,289	\$ 386,289
Sub-Total Cost of Service	\$ 679,465	\$ 774,114	\$ 1,453,580

Other Expenses

Statutory Discount	\$ 90,328
Collections Cost and Other	\$ 47,536
Townwide Personnel/Contractual Costs	\$ 243,032
Total Solid Waste Assessment Expenses	\$ 1,834,475

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 Proposed Rates FY 21/22	Total Assessed Rates FY 20/21	Difference: Increase (Decrease)
A	- 41,200	409	\$ 322.86	\$ 270.15	\$ 593.01	\$ 593.01	\$ -
B	41,201 46,999	436	\$ 322.86	\$ 316.02	\$ 638.88	\$ 638.88	\$ -
C	47,000 62,999	419	\$ 322.86	\$ 380.47	\$ 703.33	\$ 703.33	\$ -
D	63,000 95,999	471	\$ 322.86	\$ 407.99	\$ 730.85	\$ 730.85	\$ -
E	96,000 106,999	474	\$ 322.86	\$ 450.31	\$ 773.17	\$ 773.17	\$ -
F	107,000 >107,000	447	\$ 322.86	\$ 556.88	\$ 879.74	\$ 879.74	\$ -

Town of Southwest Ranches, FL
Proposed Cost Allocation Plan for FY 2022 Special Assessments

Townwide Personnel & Contractual Costs *		General Fund Allocation		Solid Waste Assessment Cost Allocation		Fire Assessment Cost Allocation	
Department	Cost	%	Allocation	%	Allocation	%	Allocation
Legislature	\$ 69,487	86%	\$ 59,759	5%	\$ 3,474	9%	\$ 6,254
Attorney	\$ 525,000	90%	\$ 474,649	4%	\$ 21,385	6%	\$ 28,966
Executive	\$ 531,036	77%	\$ 408,242	9%	\$ 47,793	14%	\$ 75,000
Finance	\$ 476,731	71%	\$ 337,764	11%	\$ 52,440	18%	\$ 86,527
Clerk	\$ 256,288	92%	\$ 235,524	4%	\$ 10,360	4%	\$ 10,404
Public Works	\$ 358,564	82%	\$ 293,994	17%	\$ 60,956	1%	\$ 3,614
Code Enforce.	\$ 222,016	74%	\$ 165,072	21%	\$ 46,623	5%	\$ 10,321
PROS	\$ 126,264	100%	\$ 126,264	0%	\$ -	0%	\$ -
Totals	\$ 2,565,386		\$ 2,101,268		\$ 243,032		\$ 221,086

* 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.

FY 2021-2022

FUND DESCRIPTIONS

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

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

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

GOVERNMENTAL FUND TYPES

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

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

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

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

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

FUND 001 - GENERAL FUND

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

FUND 101 – TRANSPORTATION FUND

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

FUND 201 – DEBT SERVICE FUND

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

FUND 301 – CAPITAL PROJECTS FUND

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

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

PROPRIETARY FUND TYPES

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

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

Fund 401- SOLID WASTE COLLECTION FUND

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

FIDUCIARY FUND TYPES

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

called capital improvements.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revenue: Sources of income.

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

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

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

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

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

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

Statute: A law enacted by a legislative body.

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

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

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

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

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

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

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

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

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

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

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

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

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



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