



# Southwest Ranches Town Council

## SECOND BUDGET HEARING Agenda of September 29, 2015

Southwest Ranches Council Chambers  
6:00 PM TUESDAY

13400 Griffin Road  
Southwest Ranches, FL 33330

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<u><b>Mayor</b></u> Jeff Nelson	<u><b>Town Council</b></u> Steve Breitzkreuz Gary Jablonski Doug McKay	<u><b>Town Administrator</b></u> Andrew D. Berns	<u><b>Town Attorney</b></u> Keith M. Poliakoff, J.D.
<u><b>Vice-Mayor</b></u> Freddy Fisikelli		<u><b>Town Financial Administrator</b></u> Martin Sherwood, CPA CGFO	<u><b>Assistant Town Administrator/Town Clerk</b></u> Russell C. Muñiz, MMC

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In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation, a sign language interpreter or hearing impaired to participate in this proceeding should contact the Town Clerk at (954) 434-0008 for assistance no later than four days prior to the meeting.

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Administrator Comments**
4. **Presentation by Finance**

### **Millage Rate and Budget Hearing**

5. **RESOLUTION** – A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING AND ADOPTING THE FINAL MILLAGE RATE FOR TAXATION OF REAL PROPERTY LYING WITHIN THE BOUNDARIES OF THE TOWN OF SOUTHWEST RANCHES FOR THE 2015-2016 FISCAL YEAR, COMMENCING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.
6. **ORDINANCE – SECOND READING** - AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE BUDGET OF THE TOWN OF SOUTHWEST RANCHES FOR FISCAL YEAR 2015-2016, COMMENCING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016; PROVIDING FOR A BUDGET BASIS; PROVIDING FOR EXPENDITURE OF FUNDS; PROVIDING FOR CARRYOVER OF FUNDS; PROVIDING FOR NOTICE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND, PROVIDING FOR AN EFFECTIVE DATE. **{Approved on First Reading September 15, 2015}**
7. **Adjournment**

PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

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

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

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

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

## COUNCIL MEMORANDUM

**TO:** Honorable Mayor Nelson and Town Council

**THRU:** Andrew D. Berns, Town Administrator

**FROM:** Martin D. Sherwood, Town Financial Administrator

**DATE:** September 29, 2015

**SUBJECT: FINAL MILLAGE RATE ADOPTION: FISCAL YEAR 2015-2016 (FY 15/16)**

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### **Recommendation**

To conduct the statutorily required second and final public hearing and to adopt a final millage rate resolution of 4.3354 mills (representing the Town of Southwest Ranches' "historic" rate of 3.9404 for Operating plus .3950 mills pertaining to the 2<sup>nd</sup> year of the Transportation Surface Drainage Ongoing Rehabilitation-TSDOR capital improvement project) for Fiscal Year 2015 – 2016.

### **Strategic Priorities**

A. Sound Governance

### **Background**

To generate revenues sufficient for the financing of municipal government operations, municipalities are permitted to establish a millage rate which, when applied to the taxable valuation of properties, creates a taxable levy against real and personal property within the Town. This item provides for the adoption of the final millage rate to assist with funding the Fiscal Year 2015 – 2016 budget.

### **Fiscal Impact/Analysis**

In July of 2015, the Town Administrator and Town Financial Administrator transmitted a proposed budget document as required by the Town Charter. That document proposed

a millage rate of 4.3354 mills and identified (refer to page 10) the effect that adoption of other rates were projected to have upon Town revenues.

For six of the past seven years, the millage rate for Town of Southwest Ranches' (SWR's) general operating purposes has been at approximately at 3.94 mills (\$3.94 per \$1,000 of taxable value). At this rate the millage rate for the Town of Southwest Ranches has been among the lowest in all of Broward County. Currently, for FY 2015, SWR has the seventh lowest rate (of 32) in Broward County for the combined operating and debt millage. Once again, with including the second year addition of the Transportation Surface Drainage Ongoing Rehabilitation (TSDOR) millage, the relative position of SWR increases slightly to the 8<sup>th</sup> lowest, respectively of the 32 Broward Municipal and Unincorporated rates. However, if TSDOR millage was not included the relative position of SWR decreases slightly to the 6<sup>th</sup> lowest.

A super-majority (4 of 5 Council members) may, by Florida Statute, set a rate as high as 4.6729 mills. However, the super-majority max is more than what is needed for proposed operations and would result in an increase of \$164 on \$250,000 of taxable value. The proposed not-to-exceed rate (operating plus TSDOR of 4.3354 mills) is well within a super-majority vote and represents an \$80 increase (or \$6.67 / monthly) in the SWR portion of the total annual tax bill on \$250,000 of taxable value.

The SWR portion of the total tax bill would remain less than 25% (23.58%) with the majority of the general fund operating portion dedicated to total Public Safety (51.9%). The proposed rate represents a 7.95% increase over the roll-back rate. This reserve amount for the TSDOR project reflects the total amount of tax increase as calculated by the State of Florida guidelines. The difference between this amount of tax increase (14.82%) and the advertised, 16.58% expenditure increase is primarily funded through a reduction in reserves.

The rate proposed tonight (4.3354) was initially proposed on Tuesday, September 15<sup>th</sup>, 2015 and, as previously mentioned, requires a super-majority vote (4 of 5 Council members). Should the Town Council decided to increase the rate under consideration to the maximum super-majority rate (4.6729 mills), an additional \$398,824 would be available for TSDOR. This mill rate, however, would be higher than the preliminary rate triggering State of Florida requirements to re-advertise (at Town expense) and would delay the Town's legal ability to levy a property tax.

**Staff Contact:**

Martin D. Sherwood, Town Financial Administrator  
Richard Strum, Controller

## RESOLUTION NO. 2015 -

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING AND ADOPTING THE FINAL MILLAGE RATE FOR TAXATION OF REAL PROPERTY LYING WITHIN THE BOUNDARIES OF THE TOWN OF SOUTHWEST RANCHES FOR THE 2015-2016 FISCAL YEAR, COMMENCING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Southwest Ranches, Florida is a municipality located in Broward County, Florida; and

**WHEREAS**, pursuant to Section 200.065 (4) (E)(1), Florida Statutes, the Town Council adopted both its tentative millage rate and its budget, on first reading, on Tuesday, September 15, 2015 during a Public Hearing held at 6:00 P.M.; and

**WHEREAS**, a Public Hearing on the Town of Southwest Ranches' final millage for Fiscal Year 2015-2016 was held at 6:00 P.M. on Tuesday, September 29, 2015, at the Southwest Ranches Council Chambers, 13400 Griffin Road, Southwest Ranches, Florida, 33330; and

**WHEREAS**, the gross taxable value for operating purposes not exempt from taxation within Broward County has been certified by the County Property Appraiser to the Town of Southwest Ranches as \$1,243,896,530.

**NOW, THEREFORE BE IT RESOLVED** by the Town Council of the Town of Southwest Ranches, Florida as follows:

**Section 1:** The above-referenced recitals are true and correct and are incorporated herein by reference.

**Section 2:** The Town Council, following a presentation by the Town Administrator and Town Financial Administrator, testimony from Town Staff and from other interested parties, at a duly noticed public hearing held on September 29, 2015, hereby approves and adopts the Fiscal Year 2015-2016 operating millage rate for the Town of Southwest Ranches of 4.3354 mills, which is greater than the rolled-back rate of 4.0162 mills by 7.95%. Said final millage rate has been set pursuant to and in furtherance of Section 200.185 Florida Statutes.

**Section 3: Severability.** If any one or more provisions of this Resolution shall be held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited or against public policy, or shall for any

reason whatsoever be held invalid, then such provision shall be null and void and shall be separate from the remaining provisions, and shall in no way affect the validity of all other provisions of this Resolution.

**Section 4: Effective Date.** This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest

Ranches, Florida, this 29<sup>th</sup> day of September, 2015, on a motion by

\_\_\_\_\_ and seconded by\_\_\_\_\_.

Nelson \_\_\_\_\_  
Fisikelli \_\_\_\_\_  
Breitkreuz \_\_\_\_\_  
Jablonski \_\_\_\_\_  
McKay \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_

\_\_\_\_\_  
Jeff Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith M. Poliakoff, J.D., Town Attorney

112694286.1



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13400 Griffin Road  
Southwest Ranches, FL 33330-2628

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

## **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Nelson and Town Council

**THRU:** Andrew D. Berns, Town Administrator

**FROM:** Martin D. Sherwood, Town Financial Administrator

**DATE:** September 29, 2015

**SUBJECT: FINAL FISCAL YEAR 2015-2016 (FY 15/16) BUDGET**

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### **Recommendation**

It is recommended that the second required public hearing and second reading be held and that a motion be made and passed to adopt the Fiscal Year 2015 – 2016 (October 1, 2015 through September 30, 2016) budget summarized as Attachment A to the accompanying Ordinance.

### **Strategic Priorities**

- A. Sound Governance
- B. Enhanced Resource Management
- C. Reliable Public Safety
- D. Improved Infrastructure
- E. Cultivate a Vibrant Community

### **Background/Issue**

Each municipality within the State of Florida is required by State Statute to adopt a balanced budget through a statutorily prescribed deadline and process of two public hearings and in advance of the effective date of the budget. This item provides for the final public hearing on the Town of Southwest Ranches proposed Fiscal Year 2015 – 2016 budget and for adoption of the final budget for that year (FY 16).

### **Fiscal Impact/Analysis**

The Town of Southwest Ranches budget process began in February and has included revisions resulting from external projections (insurance, State of Florida revenues, and contractual and cost estimates/changes) and from numerous discussions / budget workshops with Town Advisory Boards and the Town Council. In July, staff presented a balanced proposed budget as required by the Town Charter. Subsequent revisions are reflected within the budget proposed for consideration tonight.

Attachment A to the accompanying resolution presents the Fiscal Year 2015 – 2016 Town of Southwest Ranches Tentatively Adopted Budget in summary form. The summary reflects the fund aggregate revenues and expenditures for each fund as provided to the Town Council in July 2015 and further modified through workshops and the tentative (initial) public hearing. The adoption of this summary limits Town expenditures to the appropriations for each fund and provides implicit support for the spending plan presented by staff.

Technically, it does not limit the allocation of the appropriated resources, but it does place a limit on the Town's total appropriations. Fortunately, there seems to be general consensus that the FY 15/16 detailed Budget meets Town Council objectives without overly burdening taxpayers or any other interested party. The budget which is represented by the summary seeks to balance progress and governmental spending. It reflects Town Council funding priorities direction received through September 29, 2015.

### **What it Includes:**

The budget for consideration tonight includes continuation of funding for two staged program modifications introduced in prior years (SCBA program and Bunker Gear Replacement program). Three new funded program modifications include Broadwing Platting, a PROS part-time Administrative Assistant as well as an Executive/PROS seasonal staff person and Council Agenda Workflow Software.

The budget proposed for consideration tonight is balanced at the Town of Southwest Ranches' historic millage rate of 3.9404 mills for operating plus .3950 mills to fund the second year of the Transportation Surface Drainage Ongoing Rehabilitation capital improvement project (TSDOR) and therefore totals 4.3354 mills. The TSDOR project budget totals \$466,700.

Additional capital improvements which are funded (requiring no additional millage adjustment in FY 15/16) include: improvements at Calusa Corners, the Town Hall Roof Replacement as well as Town Hall Drainage/Public Safety Improvements, Public Safety-Fire Rescue Modular Facilities, the Guardrails Installation project, the Drainage Improvement project, SW 190th Avenue Extension work, Street Lighting, Pavement Striping and Marking, Fire Wells replacement, and continued funding for Town Entranceway Signage.



Finally, the Preliminary FY 16 Budget, for tonight's consideration, maintains the high levels of service which the residents of The Town of Southwest Ranches desire and have come to expect.

### **Final Notes on Fiscal Impact:**

Adoption of this budget has an impact on General Fund unassigned and restricted fire control Fund Balance (reserves) in the amount of \$150,000 and \$106,500, respectively. Reserves will decrease by \$256,500 as they are utilized to fund a number of capital projects: 1) \$100,000 will be used to fund the Guardrails Installation Project, 2) \$50,000 will be used to fund the 3<sup>rd</sup> and final year for Town Hall Roof Replacement CIP, 3) \$100,000 is for one-time Public Safety-Fire Rescue Modular Facilities and finally, 4) \$6,500 to partially fund the new Volunteer Fire Pumper vehicle debt service.

Modifications to the Tentative FY 16 Budget at this point may be made. Increases to appropriations after this hearing would result in significant costs to re-advertise and delays in implementing a tax levy. If no final budget is approved by October 1, 2015, the Town of Southwest Ranches is bound by Florida law to continue with an extension of the prior year's budget on a monthly basis until such time as a final budget is properly advertised, goes through public hearing and is approved.

### **Staff Contact:**

Martin D. Sherwood, Town Financial Administrator  
Richard Strum, Controller

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## **ORDINANCE NO. 2015–**

**AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE BUDGET OF THE TOWN OF SOUTHWEST RANCHES FOR FISCAL YEAR 2015-2016, COMMENCING OCTOBER 1, 2015 AND ENDING SEPTEMBER 30, 2016; PROVIDING FOR A BUDGET BASIS; PROVIDING FOR EXPENDITURE OF FUNDS; PROVIDING FOR CARRYOVER OF FUNDS; PROVIDING FOR NOTICE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND, PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Southwest Ranches is a municipality located in Broward County, Florida; and

**WHEREAS**, a public hearing was held on the tentative millage and budget on September 15, 2015; and

**WHEREAS**, a Public Hearing on the Town of Southwest Ranches' final budget for Fiscal Year 2015-2016 will be held at 6:00 P.M. on Tuesday, September 29, 2015, at the Southwest Ranches Council Chambers, 13400 Griffin Road, Southwest Ranches, Florida, 33330; and

**WHEREAS**, the amount available from taxation and other revenues equals the total appropriations for expenditures and reserves.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA THAT THE FOLLOWING ORDINANCE IS CREATED IN ACCORDANCE WITH THE TOWN CHARTER:**

**Section 1: Budget Adoptions.** The Town of Southwest Ranches budget for Fiscal Year 2015-2016, a copy of which is attached hereto and incorporated herein by reference as Attachment "A," is hereby approved and adopted and shall become effective at the beginning of the 2015-2016 Fiscal Year, and the Town's funds may be expended commencing October 1, 2015 and ending September 30, 2016.

**Section 2: Budget Basis.** The proposed expenditures in the budget are as shown in the budget and by reference made a part hereof. The budget is based upon the gross taxable value of real and personal property of \$1,243,896,530.

**Section 3: Expenditure of Funds.** No funds of the Town shall be expended except pursuant to duly approved appropriations or for the payment of bonds, notes, or other indebtedness duly authorized by the Council and only from such funds so authorized.

**Section 4:**           **Carryover of Funds.** Funds of the Town's current Fiscal Year 2014-2015 adopted budget as well as budget amendments pursuant to subsequent resolutions as indicated in Section 5 of this Resolution not expended during Fiscal Year 2014-2015 may be used and expended during subsequent fiscal years.

**Section 5:**           **Amendments.** The Town of Southwest Ranches budget for the Fiscal Year 2015-2016, may be amended, if required, by a Resolution of the Town Council.

**Section 6:**           **Notice.** The Town Clerk or designee is directed to forward certified copies of this Ordinance to the Broward County Property Appraiser, the Broward County Revenue Collector and the Florida Department of Revenue.

**Section 7:**           **Severability.** If any one or more of the provisions of this Ordinance shall be held contrary to any express provision of law or contrary to the policy of express law, though not expressly prohibited or against public policy, or shall for any reason whatsoever be held invalid, then such provision shall be null and void and shall be separate from the remaining provisions, and shall in no way affect the validity of all other provisions of this Ordinance.

**Section 8:**           **Conflict.** That all Sections or parts of Sections of the Code of Ordinances or parts of Ordinances, and all Resolutions, or parts of Resolution, in conflict are hereby repealed to the extent of such conflict.

**Section 9:**           **Effective Date.** This Ordinance shall be effective immediately upon its adoption.

**PASSED ON FIRST READING** this 15<sup>TH</sup> day of September, 2015 on a motion made by Council Member McKay and seconded by Council Member Jablonski.

**PASSED AND ADOPTED ON SECOND READING** this 29th day of September, 2015, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Nelson           \_\_\_\_\_  
Fisikelli       \_\_\_\_\_  
Breitkreuz      \_\_\_\_\_  
Jablonski       \_\_\_\_\_  
McKay           \_\_\_\_\_

Ayes           \_\_\_\_\_  
Nays           \_\_\_\_\_  
Absent         \_\_\_\_\_

**[Signatures on Following Page]**

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Jeff Nelson, Mayor

ATTEST:

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Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

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Keith M. Poliakoff, J.D., Town Attorney

112654524.1

# BUDGET SUMMARY

## Town of Southwest Ranches, Florida - Fiscal Year 2015 - 2016

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF SOUTHWEST RANCHES ARE 0.51% LESS THAN LAST YEARS TOTAL OPERATING EXPENDITURES

General Fund 4.3354

Voted Debt 0.0000

### Second Public Hearing: Attachment A

Tuesday, September 29, 2015 @ 6:00pm

		GENERAL		CAPITAL		TRANSPORTA-		VOLUNTEER		DEBT		TOTAL	
		FUND		PROJECTS		TION		FIRE		SERVICE		SOLID WASTE	
				FUND		FUND		FUND		FUND		FUND	
ESTIMATED REVENUES:													
TAXES:		Millage per \$1,000											
Ad Valorem Taxes		4.3354		0		0		0		0		0	
Ad Valorem Taxes		0.0000 (voted debt)		0		0		0		0		0	
Franchise /Utility Taxes		1,725,023		0		0		0		0		0	
Sales & Use Taxes		590,230		0		0		0		0		0	
Permits/Licenses/Inspections		601,818		0		0		0		0		0	
Intergovernmental		2,500		100,000		365,288		0		0		0	
Charges for Services		122,700		0		0		0		0		0	
Fines & Forfeitures		258,305		0		0		0		0		0	
Loan Proceeds		0		0		0		0		0		0	
Special Fire Assessment		1,695,440		0		0		0		0		0	
Miscellaneous Revenues		94,289		0		250		10,000		0		750	
TOTAL SOURCES		10,213,455		100,000		365,538		10,000		0		1,040,899	
Interfund Transfers - In		185,828		150,000		1,003,841		111,291		735,487		0	
Fund Balance/Reserves/Net Assets		256,500		208,305		104,501		19,000		0		0	
TOTAL REVENUES, TRANSFERS & BALANCES		10,655,783		458,305		1,473,880		140,291		735,487		1,040,899	
EXPENDITURES/EXPENSES													
General Government		1,917,038		0		0		0		0		0	
Law Enforcement		2,405,469		0		0		0		0		0	
Fire Rescue Services		3,014,811		171,530		0		121,291		0		0	
Community Services (Planning, Zoning & Engineering)		391,572		0		0		0		0		0	
Physical Environment (Permitting, Code, Roads/Solid Waste)		430,800		286,775		1,473,880		0		0		811,473	
Parks, Recreation and Open Space		383,298		0		0		0		0		0	
Debt Service		0		0		0		0		735,487		0	
Contingency		131,176		0		0		0		0		43,598	
TOTAL EXPENDITURES/EXPENSES		8,674,164		458,305		1,473,880		121,291		735,487		855,071	
Interfund Transfers - Out		1,981,619		0		0		19,000		0		185,828	
Fund Balance/Reserves/Net Assets		0		0		0		0		0		0	
TOTAL APPROPRIATED EXPENDITURES TRANSFERS, RESERVES & BALANCES		10,655,783		458,305		1,473,880		140,291		735,487		1,040,899	
												14,504,645	

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE TOWN CLERK'S OFFICE (13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FL 33330-2628) AS A PUBLIC RECORD.