



Southwest Ranches Town Council

REGULAR MEETING

Agenda of December 10, 2015

Southwest Ranches Council Chambers
7:00 PM THURSDAY

13400 Griffin Road
Southwest Ranches, FL 33330

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

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. Proclamation – Arbor Day in the Town of Southwest Ranches**
- 4. Proclamation – Volunteer Appreciation Day**
- 5. Presentation – Volunteer Appreciation**
- 6. Public Comment**
 - All Speakers are limited to 3 minutes.
 - Public Comment will last for 30 minutes.
 - All comments must be on non-agenda items.
 - All Speakers must fill out a request card prior to speaking.
 - All Speakers must state first name, last name, and mailing address.
 - Speakers will be called in the order the request cards were received.
 - Request cards will only be received until the first five minutes of public comment have concluded.
- 7. Board Reports**
- 8. Council Member Comments**
- 9. Legal Comments**
- 10. Administration Comments**
- 11. Ordinance 1st Reading - AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ADOPTING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS FOR FISCAL YEARS 2016-2020 PURSUANT TO CHAPTER 163, FLORIDA STATUTES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. {2nd Reading to be held January 28, 2016}**
- 12. Ordinance 1st Reading - AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA AMENDING THE LIST OF PERMITTED, CONDITIONAL AND PROHIBITED USES WITHIN ARTICLE 60, "COMMUNITY FACILITIES DISTRICT" OF THE TOWN OF SOUTHWEST RANCHES UNIFIED LAND DEVELOPMENT CODE; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. {2nd Reading to be held January 28, 2016}**

- 13. Ordinance 1st Reading** - AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA REZONING APPROXIMATELY 24 ACRES OF LAND FROM M, MANUFACTURING DISTRICT TO CF, COMMUNITY FACILITIES DISTRICT; GENERALLY LOCATED WEST OF SW 196TH AVENUE, AND EAST OF SW 202ND AVENUE (EXTENDED), BETWEEN STIRLING ROAD AND SHERIDAN STREET, MORE PARTICULARLY DESCRIBED AS LOTS 60, 61 AND 62, AND A PORTION OF VACATED SYLVAN PASS, ACCORDING TO THE REPLAT OF WEST BROWARD INDUSTRIAL PARK RECORDED IN PLAT BOOK 157, PAGE 39 OF THE BROWARD COUNTY, FLORIDA PUBLIC RECORDS; PROVIDING FOR AN EFFECTIVE DATE. **{2nd Reading to be held January 28, 2016}**
- 14. Resolution** - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING A PURCHASE ORDER IN THE AMOUNT OF \$59,800.00 WITH CRAVEN THOMPSON AND ASSOCIATES, INC. FOR SURVEYING SERVICES FOR PHASE TWO OF THE TRANSPORTATION SURFACE AND DRAINAGE ONGOING REHABILITATION (TSDOR) ROADWAY IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.
- 15. Resolution** – A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING A PURCHASE ORDER IN THE AMOUNT OF \$69,785.00 WITH ERDMAN ANTHONY OF FLORIDA, INC. FOR ENGINEERING SERVICES FOR PHASE TWO OF THE TRANSPORTATION SURFACE AND DRAINAGE ONGOING REHABILITATION (TSDOR) ROADWAY IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.
- 16. Resolution** - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING A BUDGET ADJUSTMENT TO THE FISCAL YEAR 2015/2016 BUDGET FOR ENTRANCEWAY SIGNAGE; AND PROVIDING AN EFFECTIVE DATE.
- 17. Resolution** - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE COMPREHENSIVE PLAN ADVISORY BOARD (CPAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.
- 18. RESOLUTION** - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE DRAINAGE AND INFRASTRUCTURE ADVISORY BOARD (DIAB); RESTATING THE BOARD'S PURPOSE AND OBJECTIVES; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.
- 19. RESOLUTION** - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF FIRE ADVISORY BOARD (FAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING FOR AN EFFECTIVE DATE.

- 20. Resolution** – A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE RECREATION, FORESTRY, AND NATURAL RESOURCES ADVISORY BOARD (RFNRAB); RATIFYING THE BOARD'S PURPOSE AND OBJECTIVES; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.
- 21. Resolution** – A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE RURAL PUBLIC ARTS AND DESIGN ADVISORY BOARD (RPADAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.
- 22. Resolution** - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE SCHOOLS AND EDUCATION ADVISORY BOARD (SEAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.
- 23. Discussion** – Town Charter Review
- 24. Discussion** – Town Administrator/ Town Financial Administrator Annual Review
- 25. Approval of Minutes**
 - a. October 22, 2015, Regular Town Council Meeting**
 - b. November 12, 2015, Regular Town Council Meeting**
- 26. 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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PROCLAMATION

WHEREAS, In 1872, Sterling Morton Proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, is now observed throughout the Nation and the world, and

WHEREAS in accordance with the Policies and Goals of the Town of Southwest Ranches' Comprehensive Plan, Adopted May 8, 2003, the Town set forth measurable objectives for the protection and enhancement of critical ecological systems integral to South Florida's and the Town's natural environment, including the maintenance and improvement of Air Quality by increasing tree coverage in the Town and by meeting the standards to become recognized by the National Arbor Day Foundation as a "Tree City USA," and

WHEREAS, On December 20, 2007, Southwest Ranches was recognized as a Tree City USA, and

WHEREAS, Continuing to meet the standards for designation as a Tree City USA provides direction for management of the Town's tree resources, encourages public education about tree care, and promotes a sense of pride in the community, and

WHEREAS, Southwest Ranches has continued to meet all standards and requirements for continuing designation as Tree City USA, and will be recognized in 2016 for its tenth consecutive year, and

WHEREAS, annual proclamation of Arbor Day in Southwest Ranches is a requirement for continuing recognition as Tree City USA, and

WHEREAS trees reduce the erosion of topsoil, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community

NOW, THEREFORE, BE IT PROCLAIMED BY the Town Council of the Town of Southwest Ranches that annually, the third Friday in January shall be recognized as Arbor Day in the Town of Southwest Ranches. Further the Council urges all citizens to celebrate Arbor Day, to support efforts to protect our tree resources, and to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 10th day of December, 2016

Mayor Jeff Nelson

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**TOWN OF SOUTHWEST RANCHES
FLORIDA**

PROCLAMATION

WHEREAS, the Town of Southwest Ranches was predicated on the notion of residents selflessly assisting one another to preserve our rural lifestyle; and

WHEREAS, that spirit of selflessness is the basis for volunteerism; and

WHEREAS, the Town of Southwest Ranches recognizes that volunteering improves our quality of life and increases community participation and ownership; and

WHEREAS, volunteers are vital to our future and we recognize the role they will continue to play in shaping our community; and

WHEREAS, it is the express desire of the Town of Southwest Ranches to recognize the hard work, dedication, and passion of our valued volunteers.

NOW, THEREFORE, I, Jeff Nelson, through the authority vested in me as Mayor of the Town of Southwest Ranches, do hereby proclaim December 10, 2015 as

"VOLUNTEER APPRECIATION DAY"

in the Town of Southwest Ranches, Florida, and urge all citizens to volunteer and put their hearts into volunteerism throughout the year. By volunteering and recognizing those who serve, we can promote partnership, understanding, and compassion in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Southwest Ranches to be affixed hereto this 10th day of December, 2015.

JEFF NELSON, MAYOR

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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
Doug McKay, Vice Mayor
Steve Breitreuz, Council Member
Freddy Fisikelli, Council Member
Gary Jablonski, Council Member

Andrew D. Berns, Town Administrator
Keith M. Poliakoff, JD, Town Attorney
Russell Muñiz, Assistant Town Administrator
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: Emily McCord
Community Services

DATE: December 10, 2015

SUBJECT: FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS UPDATE

Recommendation

Recommend that the Town Council adopt the updated Five-Year Schedule of Capital Improvements.

Strategic Priorities

This item supports the following strategic priority as identified in the Town's adopted strategic plan.

- A. Sound Governance
- D. Improved Infrastructure

Background

Chapter 163, Florida Statutes requires that every local government annually update the Five-Year Schedule Of Capital Improvements ("Schedule") within Its Comprehensive Plan in order to demonstrate that the local government has the ability to implement the plan and ensure that adopted level of service standards are maintained for concurrency related facilities (drainage, parks and recreation, schools, and transportation facilities).

The Schedule contained within the Capital Improvements Element (CIE) is a list of capital improvement expenditures that are proposed each year fiscal year over a five year period. The Schedule identifies dedicated or anticipated funding sources, as well as unfunded improvements that are included should funding become available. For comprehensive planning purposes, the Schedule outlines how level of service standards (ex: park acreage, traffic movement, drainage) will be maintained over the next five years. The updated

Schedule reflects that there are no level of service deficiencies relative to Town facilities that require the Town to commit capital funds.

Amendments to the Schedule are not deemed to be comprehensive plan amendments, and do not require State Land Planning Agency review. The Southwest Ranches Comprehensive Plan Advisory Board reviewed the proposed Schedule update and recommends its approval.

Fiscal Impact/Analysis

Capital Improvement Projects are Town projects where the anticipated value of the asset created generally has 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 improvement 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 maybe derived from the Fire Assessment, debt service proceeds, grants, other permissible interfund transfers or from Fund Balance. Wherever possible, the various projects included in the 5-Year Capital Improvement Plan have identified funding sources for each fiscal year of appropriation.

Staff Contact:

Jeff Katims, AICP, CNU-A, Assistant Town Planner
Emily McCord Aceti, Community Services Coordinator
Martin Sherwood, CPA, CGMA, CGFO, Town Financial Administrator

ORDINANCE NO. 2016 - _____

AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ADOPTING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS FOR FISCAL YEARS 2016-2020 PURSUANT TO CHAPTER 163, FLORIDA STATUTES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 163.3177, F.S. requires every local government to annually update the Five-Year Schedule of Capital Improvements ("Schedule") by Ordinance; and

WHEREAS, Section 163.3177, F.S. provides that updates to the Schedule shall not be deemed to be amendments to the Comprehensive Plan; and

WHEREAS, the Town Council of the Town of Southwest Ranches has prepared its Schedule in accordance with the standards and requirements of Section 163.3177, F.S.; and

WHEREAS, the Local Planning Agency held a duly noticed public hearing on December 10, 2015 and recommends the updated Schedule;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:

SECTION 1: Recitals adopted. That foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and hereby made a specific part of this Ordinance.

SECTION 2: Amendment. That the Five-Year Schedule of Capital Improvements is hereby updated in compliance with Section 163.3177, F.S. as shown in Exhibit "A", which is attached hereto and is incorporated herein by reference.

SECTION 3: Conflicts. All Ordinances or parts of Ordinances, Resolutions of parts of Resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

SECTION 4: Severability. If any word, phrase, clause, sentence or section of this Ordinance is, for any reason, held unconstitutional or invalid, the invalidity thereof shall not affect the validity of any remaining portions of this Ordinance.

SECTION 5: Effective Date. This Ordinance shall take effect immediately upon its adoption.

PASSED ON FIRST READING this ___ day of _____, ___ on a motion made by Council Member _____ and seconded by Council Member _____.

PASSED ON SECOND READING this ___ day of _____, ___ on a motion made by Council Member _____ and seconded by Council Member _____.

Nelson _____
McKay _____
Breitkreuz _____
Fisikelli _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Jeff Nelson, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

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

CAPITAL IMPROVEMENT ELEMENT

III.I Capital Improvements Element (CIE)

1. GOALS, OBJECTIVES AND POLICIES

CIE GOAL 1

ENSURE THAT THE INFRASTRUCTURE NECESSARY TO PROTECT THE HEALTH, SAFETY, AND WELFARE OF THE PUBLIC IS PROVIDED IN A TIMELY AND EFFICIENT MANNER, AND THAT PUBLIC FACILITIES ARE MAINTAINED AT OR ABOVE THE LEVEL OF SERVICE STANDARDS ADOPTED IN THIS PLAN.

{9J-5.016(3)(a)}

CIE OBJECTIVE 1.1

THE TOWN SHALL DEVELOP AND CONTINUOUSLY IMPROVE A PROCESS THAT GUIDES THE CAPITAL FACILITY PLANNING OF THE TOWN IN ORDER TO:

1. Accommodate projected growth, maintain existing facilities, replace obsolete or deteriorated facilities.
2. Coordinate future land use decisions and fiscal resources with a schedule of capital improvements which maintain adopted LOS standards.
3. Upgrade public infrastructure serving developed lands that do not currently meet LOS standards.
4. Remain fiscally responsible.

{9J-5.016(3)(b)(1,3 &5)}

Measurement: Annual update of a 5 year schedule of capital improvements.

CIE POLICY 1.1-a: Public facilities and services needed to support development will be provided concurrent with the impacts of development, as measured by the Town's adopted LOS standards. The LOS standards are as established in other elements of the Comprehensive Plan, as follows:

- potable water: UE Policy 1.2-m;
- wastewater: UE Policy 1.2-z
- drainage: UE Policy 1.1-g
- solid waste: UE Policy 1.1-f
- traffic: TE Policy 1.1-l and TE Policy 1.1-m

- parks and recreation: ROS Policy 1.2-a
- public school facilities: PSFE Policy 1.2-c
- water quality: UE Policy 1.1-h

CIE POLICY 1.1-b: All capital improvement projects shall meet an initial objective standard test of furthering the Town's Comprehensive Plan, providing necessary infrastructure replacement/renewal, correcting existing deficiencies, maintaining adopted LOS and providing facilities concurrent with development. Prioritizing and funding of all projects shall be based on the nature of funds available.

{9J-5.016(3)(c)(1,3-6 & 7)}

CIE POLICY 1.1-c: The following standards regarding debt shall be adhered to, where feasible: The total debt service shall not exceed 15% of the Town's total revenues. The average annual bond maturities shall not exceed 15 years. Debt payment shall not exceed 30 years.

{9J-5.016(3)(c)(2)}

CIE POLICY 1.1-d: The Town Council shall annually monitor, evaluate, adopt and prioritize the implementation of a 5-year schedule of capital improvements.

{9J-5.016(3)(c)(7)}

CIE POLICY 1.1-e: All future developments shall be responsible for paying proportionate fair share of the cost of all public facilities required to accommodate the project's impact without exceeding the adopted level of service standards.

CIE Policy 1.1-f: The Town shall annually update the five year capital improvements schedule included in this element as provided by law in order to adjust the five year planning horizon, reflect project status, and ensure the Town's ability to meet its adopted level of service standards.

CIE Policy 1.1-g: The five year schedule of capital improvements shall reflect the current Sunrise 10-Year Water Supply Facilities Work Plan, and the capital projects described therein for the purposes of ensuring that adequate water supply will be provided for the limited number of properties that are or will be served by City of Sunrise.

CIE Policy 1.1-h: The Town hereby adopts by reference the Cooper City 10-year Water Supply Facilities Work Plan as incorporated and adopted in the Infrastructure Element of its Comprehensive Plan and the capital improvement projects contained therein.

CIE POLICY 1.1-i: The Town shall include in its land development regulations provisions to implement a proportionate fair-share mitigation system for transportation per the requirements of s. 163.3180, Florida Statutes.

SCHOOL CAPITAL FACILITIES PLANNING

CIE Objective 1.2

THE TOWN, IN COLLABORATION WITH THE SCHOOL BOARD, BROWARD COUNTY AND THE LOCAL GOVERNMENTS WITHIN BROWARD COUNTY, SHALL ENSURE THAT PUBLIC SCHOOL FACILITIES ARE AVAILABLE FOR CURRENT AND FUTURE STUDENTS CONSISTENT WITH AVAILABLE FINANCIAL RESOURCES AND THE ADOPTED LEVEL OF SERVICE (LOS).

Measurement:

- School enrollment projections compared to the School District's Adopted Five-Year District Educational Facilities Plan (DEFP)

CIE Policy 1.2-a: Consistent with policies and procedures within the Amended Interlocal Agreement for Public School Facility Planning (ILA), the DEFP shall contain a five year financially feasible schedule of capital improvements to address existing deficiencies and achieve and maintain the adopted LOS in all concurrency service areas (CSAs). Pursuant to the ILA, this financially feasible schedule shall be updated by the School Board on an annual basis. The Town's five-year schedule of capital improvements shall reflect each annual DEFP update.

CIE Policy 1.2-b: The uniform, district-wide LOS shall be 100 percent of gross capacity (with re-locatable classrooms) for each CSA until the end of the 2018/19 school year; and commencing at the 2019/20 school year, the LOS for each CSA shall be 110 percent of permanent FISH capacity for each public elementary, middle, and high school.

CIE Policy 1.2-c: Pursuant to the ILA, the adopted LOS shall be applied consistently by Broward County, the Town, the municipalities and the School Board, district-wide to all schools of the same type.

CIE Policy 1.2-d: The five year schedule of capital improvements shall reflect the School Board's current DEFP.

CIE Objective 1.3

FORMALLY RECOGNIZE THE CAPITAL EXPENDITURES OF OTHER AGENCIES THAT PROVIDE CAPITAL FACILITIES UPON WHICH THE TOWN OF SOUTHWEST RANCHES RELIES TO MEET ADOPTED LEVEL OF SERVICE STANDARDS.

- Annual review and update of implementing policies as appropriate to reflect changes to capital facility plans upon which the Town of Southwest Ranches relies to meet adopted level of service standards.

CIE Policy 1.3-a: In order to ensure that adopted level of service standards for the transportation system are maintained, the Town of Southwest Ranches five year schedule of capital improvements shall reflect the following plans and programs as updated annually, to the extent that such improvements are required in order to maintain the Town's adopted levels of service for transportation facilities:

- Broward County Capital Improvements Program
- Broward County MPO Transportation Improvement Program
- Broward County MPO Cost Feasible Long Range Transportation Plan
- FDOT's Adopted Work Program

CIE Policy 1.3-b: In order to ensure that adopted level of service standards for the parks and recreation system continue to be maintained, the Town of Southwest Ranches five year schedule of capital improvements shall reflect the current Broward County Capital Improvements Program to the extent that such improvements are required in order to maintain the Town's adopted level of service standard for parks.

CIE Policy 1.3-c: In order to ensure that adopted level of service standards for the countywide public school system are maintained, the Town of Southwest Ranches five year schedule of capital improvements shall reflect the current Broward County School District's Adopted Five-Year District Educational Facilities Plan.

CIE Policy 1.3-d: In order to ensure that adopted level of service standards for the solid waste disposal system continue to be maintained, the Town of Southwest Ranches five year schedule of capital improvements shall reflect the current Broward County Capital Improvements Program.

2. CAPITAL IMPROVEMENT IMPLEMENTATION

THE TOWN OF SOUTHWEST RANCHES SHALL CONTINUE TO CONSIDER THE FOLLOWING:

1. Pursue alternative methods for protecting, preserving and enhancing the Town's rural lifestyle.
2. Evaluate the public benefits of annexing lands into the Town.
3. Maintain Land Development Code regulations which are consistent with the adopted comprehensive plan.
4. Explore methods of obtaining funds for purchasing and constructing public passive open space and trails.
5. Explore possibilities of securing funds for improving traffic capacity on Griffin Road and constructing 184th Avenue.
6. Encourage removing Dykes Road and S.W. 172nd Avenue as major collector roadways between Griffin Road and Sheridan Street and initiate amendments to Broward County MPO.
7. Encourage enforcement of the Town's current land development regulations.
8. Analyze the 2010 Census data, and evaluate the Comprehensive Plan to reflect new data.
9. Develop and maintain a tertiary drainage plan for all the areas within our Town.
10. Any Town developed tertiary drainage system must be coordinated with the Central Broward Water Control District and the South Broward Drainage District.
11. Pursue discussions with government authorities in order to develop methods to protect the integrity of 8 archeological sites (LAPC) in environmentally sensitive areas, as designated by the Broward County Board of County Commissioners.
12. Adopt a procedure for upgrading and increasing landscaping along all major arterial roadways and designated multi-use Greenways to conform to Xeriscape landscape requirements.

13. The Evaluation and Monitoring System shall include an annual report of its five-year capital improvements element to determine the status of its existing programs or any new programs.
14. Implement the capital improvements identified in this Comprehensive Plan as may be updated from time to time.
15. The Town shall determine feasibility of constructing a Comprehensive Mitigation Bank in lieu of preserving and enhancing individual isolated wetlands.

Department Name	Project Name	Funding Source	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
Public Safety	Fire Wells Replacement and Installation	FA	\$25,000	\$25,000 \$15,000	\$25,000 \$15,000	\$25,000 \$15,000	\$25,000 \$15,000	\$15,000	\$125,000 \$75,000
	Emergency Operations Center	NF					\$5,400,000	\$5,400,000	\$5,400,000
	Volunteer Fire Pumper Vehicle	NF GF-FB, VFF-FB	\$50,000	\$50,000 \$29,486	\$50,000 \$29,486	\$50,000 \$29,486	\$50,000 \$29,486	\$29,486	\$250,000 \$143,444
	Fire Rescue Modular Facilities	GF-FB, CIP-FB		\$171,530					\$171,530
Town wide Capital Projects Fund	Town Hall Roof Replacement	GF-Trf, NF GF FB, CIP-FB	\$50,000	\$150,000					\$100,000 \$150,000
	Town Hall Drainage and Safety Improvements	CIP-FB	\$36,775						\$36,775
Parks, Recreation & Open Space Capital Projects Fund	Calusa Corners Park	G, CIP-FB, NF	\$60,000	\$346,000 \$100,000	\$655,725 \$346,000	\$6,500 \$503,225	\$195,500	\$211,000	\$1,068,225 \$1,355,725
	Rolling Oaks Passive Park and Barn	CIP-FB NF	\$25,000	\$10,000 \$10,250	\$61,000 \$22,700	\$38,650	\$12,275	\$12,125	\$96,000
	Frontier Trails Park	NF	\$390,930	\$1,563,720 \$390,930	\$390,930	\$390,930	\$390,930	\$390,930	\$1,954,650
	Southwest Meadows Sanctuary Park	NF	\$211,095	\$2,073,624 \$211,095	\$518,406	\$518,406	\$518,406	\$518,406	\$2,284,719
	Country Estates Park	G, CIP-FB, GF-FB NF	\$184,484	\$41,150	\$28,353	\$25,553	\$10,178	\$29,378	\$184,484 \$134,612
	Covered Dock on C-11 Canal	NF	\$100,000	\$100,000					\$100,000
Transportation Fund / Engineering	Guardrails Installation Project	G, GF-FB, GF-Trf, NF	\$583,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$983,000 \$500,000
	Drainage Improvement Projects	G, GF Trf	\$450,446	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$850,446 \$500,000
	Transportation Surface Drainage	GF TFR	\$374,200	\$425,200	\$549,800	\$498,000	\$605,600	\$686,200	\$2,452,800

Ongoing Rehab (TSDOR)	(mill) = .3767 .3950 for FY 2015 2016)		\$466,700	\$593,300	\$538,000	\$645,600		\$2,929,800
SW 190 th Avenue Extension	G, TFB, GF Tfr	\$267,300	\$219,310					\$267,300 \$219,310
Pavement Striping and Markers	GAS, TFB, GF Tfr, GF-FB	\$200,000	\$50,000 \$130,000	\$50,000	\$50,000	\$50,000	\$50,000	\$400,000 \$330,000
Street Lighting	GF Trf, NF	\$30,000	\$196,000 \$25,000	\$196,000 \$201,000	\$196,000			\$422,000
Town-wide Entranceway Signage	GF-Tfr	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
SW 210 Ter Roadway Improvement	NF	\$150,000	\$95,000 \$150,000	\$704,500 \$95,000	\$704,500	\$704,500		\$1,654,000
Major Sidewalk Repairs	GF-FB-NF	\$20,000						\$20,000
SW 60 Street Widening	NF	\$15,000	\$40,000 \$15,000	\$40,000				\$55,000
PROJECT TOTALS		\$3,201,455	\$5,139,544 \$2,473,240	\$2,507,025 \$2,545,175	\$1,549,000 \$3,224,750	\$6,345,600 \$2,786,875	\$7,557,525	\$18,742,624 \$18,587,565

Source: Town of Southwest Ranches Financial Administrator's Office, 5 Year Capital Improvements Program
Note: None of the projects listed above are required to achieve and / or maintain adopted levels of service. All projects are subject to available funding.

Funding Source Code	Funding Source Name
CIP-FB	Capital Projects Fund Fund Balance
TFB	Transportation Fund Fund Balance
G	Grant Funding
GAS	Local Option Gas Taxes
GF Tfr	General Fund Transfer from Operating Revenues of Fund Balance (Reserves)
GF-FB	General Fund Fund Balance

<u>VFF-FB</u>	Volunteer Fire Fund Fund Balance
GF-FB	General Fund Fund Balance (Reserves)
DEBT	DEBT-General Obligation or otherwise
FA	Fire Special Assessment
SA	Special Assessment
NF	Not Funded

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CAPITAL IMPROVEMENTS ELEMENT

Part III-G: Support Documents

Town of Southwest Ranches

CAPITAL IMPROVEMENTS ELEMENT

The purpose of the Capital Improvements Element is to identify the capital improvements that are needed to implement the Comprehensive Plan and ensure that the Level of Service (LOS) standards adopted in the comprehensive plan are achieved and maintained through at least the five-year planning horizon.

Public Facility Needs

Transportation including Mass Transit

As identified in the adopted comprehensive plan, there are two arterial roadway facilities that are projected to operate below the adopted LOS standard over the five-year capital improvement planning time frame (2015-2020): Sheridan Street and Griffin Road. Both roadways are owned and maintained by Broward County, and as discussed in the comprehensive plan, Broward County MPO has developed a strategy to improve each of these facilities. The Town of Southwest Ranches has no capital responsibility for either roadway.

All Town owned and maintained roadways operate at or above the adopted LOS Standard, and are projected to continue to do so within the five year planning period, except for Dykes Road (160th Avenue), which is currently over capacity at its intersections with both Griffin Road and Sheridan Street. Dykes Road is a two lane regional collector spanning the Town from north to south (approximately 2.5 miles) that connects the densely populated cities of Miramar, Pembroke Pines and Weston, via the sparsely populated Town of Southwest Ranches. Within Southwest Ranches, the road functions as more of a conduit for extra-jurisdictional traffic and local residential access than it does as a local collector (as evidenced by only one full intersection bookended by two other jurisdictions, and the predominating one dwelling unit per acre residential future land use map designation of the corridor). The few properties within the corridor designated for nonresidential use (Community Facility) are developed, and the remainder of properties and the few streets feeding into Dykes Road are designated residential at one dwelling unit per acre, and thereby constitute de minimis impacts. Therefore, the Town does not plan to improve Dykes Road. Mass Transit facilities are provided by Broward County Transit.

The following documents are hereby incorporated by reference:

- * Broward County Transportation Improvement Program for [FY 2015/16 – 2019/20](#)
- * Broward County MPO Cost Feasible Long-Range Transportation Plan 2035
- *FDOT Adopted Work Program [FY 2015/16 – 2019/20](#)

Sanitary Sewer

The 60-acre Coquina Commercial Center at the Town's southern boundary and the New Testament Church at the Town's northern boundary are served by the City of Sunrise sanitary sewer system. The City of Sunrise Utilities Department maintains a retail service agreement with these two locations. The only other properties served by

centralized sanitary sewer are within the Cooper City service area, which covers frontage properties on Flamingo Road at the Town's eastern boundary, and the Stone Creek at Sunshine Ranches neighborhood (eight single-family homes). Included in this service area are St. Mark's Church and Archbishop McCarthy High School. All other properties in the Town utilize private septic tank systems. The Town is not involved in any manner with sanitary sewer service and thus, has no capital expenditures related to sanitary sewer service.

Potable Water

The Town does not maintain potable water treatment or distribution facilities and thus, does not have any capital improvement expenditures related to the supply or distribution of potable water. At least 90 percent of the households in the Town of Southwest Ranches are supplied with potable water via an on-site domestic self supply system (private well). The remaining ten percent of households have the option to connect to public water systems, but do not need to. The City of Sunrise, and Cooper City maintain retail service agreements with properties connected to their systems located in the Town of Southwest Ranches, however, the Town itself is not involved in any manner with potable water service, and thus, has no capital expenditures related to potable water service.

The Sunrise 10-Year Water Supply Facilities Work Plan adopted on March 11, 2015, and the Cooper City 10-Year Water Supply Facilities Work Plan adopted on February 24, 2015 are hereby incorporated by reference.

Solid Waste

Collection and disposal of Solid Waste are the responsibility of contracted haulers and Broward County Solid Waste Division. The Town of Southwest Ranches maintains agreements with these entities to ensure that solid waste is collected and disposed of according to the terms of the contract and within all safety regulations. No public capital improvements are needed to maintain the adopted level of service standards. All agreements are currently up-to-date and will be continuously monitored as needed.

The Broward County Capital Improvements Program FY 2015/16 – 2019/20 is hereby incorporated by reference.

Drainage

Primary and secondary drainage within the Town is the responsibility of two independent drainage districts, each with regulatory, taxing and bonding authority. The drainage districts are responsible for the establishment and maintenance of all primary and secondary canals within the Town, and review development permits for compliance with their respective LOS Standards, which the Town has adopted. Both drainage basins function at their respective adopted LOS Standards.

The Town has adopted a Comprehensive Tertiary Drainage Master Plan. This conceptual plan identifies the general pathways (swales and drainage easements) that stormwater uses to make its way to the canal system. The purpose of the plan is to speed the clearance of stormwater from streets and yards after major storm events. A principal means of implementing the plan is enforcing proper swale grading and driveway swale cross-sections when new homes are constructed and when driveways are added or re-graded. The plan and the conceptual improvements it identifies are not necessary for maintaining the adopted LOS Standard, and do not impose a capital obligation upon the Town.

The Town may undertake targeted improvements from time to time when funds are available, in order to compliment drainage district canal improvements and to improve the drainage from storm events that exceed the design storm events for which the adopted LOS Standards are based. There are no existing or projected drainage LOS deficiencies identified in the comprehensive plan over the next five years.

Parks and Recreation

The adopted parks and recreation level of service standard of the Town of Southwest Ranches is to provide six acres of local and community park land per 1,000 residents. Currently, the Town owns a total of 153.54 acres of park land. According to the adopted comprehensive plan, the demand for local and community parks and recreation facilities in the year 2019, the long term planning horizon, will be 58.38 acres. The Town of Southwest Ranches far exceeds the adopted level of service standard. Therefore, no funding is included or needed in order to satisfy the adopted LOS Standard. Capital expenditures for parks and open space will be designated for ongoing improvements to existing parkland, including trails, picnic areas, boat ramps, and play areas.

Schools

The uniform, district-wide adopted LOS is 100 percent of gross capacity (with relocatable classrooms) for each public elementary, middle, and high school within Broward County. The adopted LOS will be met within the short and long range planning horizons, which is addressed by the Broward County School District's Five-Year District Educational Facilities Plan (DEFP). Any potential deficiencies will be addressed by the School Board in the annual update of the District's DEFP.

The School Board of Broward County District Educational Facilities Plan [FY 2015/16 – 2019/20](#) is hereby incorporated by reference.

Public Education and Public Health Systems

Public Education Facilities

There are no public education facilities within the Town of Southwest Ranches.

Public Health Facilities

There are no public health facilities located within the Town of Southwest Ranches.

Existing Revenue Sources and Funding Mechanisms

The Town of Southwest Ranches has established four revenue and expenditure fund categories: general, transportation, debt service, and capital. As common with most other local governments, the largest of these fund categories is the general fund which is used to pay for all personnel and operating expenditures. The transportation fund is used to pay for general road maintenance, traffic studies, traffic calming and other transportation-related activities. The debt service fund is established to set aside all money needed to repay debt issuances. Finally, the capital fund is established to pay for all major capital improvements that have a life of three or more years.

Below is an inventory of revenue sources, organized by fund category, which are available to the Town of Southwest Ranches.

General Fund

As stated above, the Town's General Fund is the largest of four funds established by the Town. Fund revenues include taxes, franchise fees, licenses and permits, fines and forfeitures, charges for services, and other miscellaneous service fees. General Fund expenditures include all operating and personnel expenditures and the allocation of monetary reserves.

Transportation Fund

Transportation Fund revenues include intergovernmental revenues which are made up of local option and gas taxes, revenue transfers from general funds, and unexpended reserves from previous years. Fund revenues are typically dedicated to road maintenance activities, traffic studies, and other transportation-related activities.

Debt Service Fund

The debt service fund was established by the Town to repay two issues of credit. The first is a 2001A Series Florida Municipal Loan Council Revenue Bond (30 years) issued to pay for the obligations and acquisition of certain parks and recreation land. The second issue of credit is a commercial paper loan agreement with the Florida Local Government Finance Commission to finance the acquisition of property for the Town's Capital Improvement Program.

Capital Fund

The capital fund was established to track and plan for all major capital projects of the Town. Revenues to pay for capital expenses typically come from intergovernmental revenues including grants, transfers from the general fund, and various lines of credit and bonding mechanisms.

ANALYSIS

The element is based on the following analyses which support the comprehensive plan.

Current local practices that guide the timing and location of construction, extension, or increases in capacity of each public facility.

The Town of Southwest Ranches reviews the impact of all new development on drainage, parks and recreation, and transportation facilities. It also coordinates with Broward County in the permitting process to ensure that all new development meets any adopted LOS standards of the county. The Town relies upon its comprehensive plan to identify any projected LOS deficiencies or needs for capacity increases. At this time, there are no deficiencies projected to occur in the five year capital improvement planning horizon.

Fiscal implication of existing deficiencies

As indicated in the section on public facility needs, above, there are no existing deficiencies in the Town of Southwest Ranches in which the Town is financially responsible. All of the existing transportation deficiencies identified are to be funded and corrected exclusively by Broward County as indicated in the Broward County MPO Cost Feasible Long Range Transportation Plan.

Impacts of public education and public health systems on infrastructure

There are no public education or public health facilities in the Town of Southwest Ranches. As such, there are no impacts of these systems on the Town's infrastructure.

Timing of Capital Improvements

The Town continues to schedule improvements so that they are available concurrent with the impact of development in accordance with Chapter 163, Florida Statutes.

Ability to Fund Capital Improvements

The Town does not have any planned capital improvement projects needed to maintain adopted level of service standards. Shown in Appendix D is the five-year schedule of capital improvements (SCI) for facilities subject to concurrency evaluations. All capital improvements included in the table are enhancements to public facilities already meeting adopted level of service standards. The ability to fund these capital improvements is demonstrated in a balance of revenues and expenditures as shown in Appendices A and B.

Summary and Conclusions

The Town of Southwest Ranches has successfully secured the public facilities needed through capital improvement planning to implement the comprehensive plan as currently adopted. There are no further capital improvements that need to be funded over the next five years in order to meet adopted level of service standards.

Appendix A: Five-Year Forecast of Capital Expenditures (Capital Improvements Program)

Department Name	Project Name	Funding Source	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
Public Safety	Fire Wells Replacement and Installation	FA	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$15,000	\$125,000
	Emergency Operations Center	NF		\$15,000	\$15,000	\$15,000	\$15,000	\$5,400,000	\$75,000
	Volunteer Fire Pumper Vehicle	NF							\$5,400,000
		NF							
Town-wide Capital Projects Fund	Fire Rescue Modular Facilities	GF-FB CIP-FB		\$50,000 \$29,486	\$50,000 \$29,486	\$50,000 \$29,486	\$50,000 \$29,486	\$29,486	\$250,000 \$143,444
		GF-FB CIP-FB		\$171,530					\$171,530
	Town Hall Roof Replacement	GF-Tr, NF GF-FB, CIP-FB	\$50,000	\$50,000					\$100,000
	Town Hall Drainage and Safety Improvements	CIP-FB	\$36,775						\$36,775
Parks, Recreation & Open Space Capital Projects Fund									
	Calusa Corners Park	G, CIP-FB, NF	\$60,000	\$346,000	\$655,725	\$6,500	\$195,500	\$211,000	\$1,068,225
	Rolling Oaks Passive Park and Barn	CIP-FB NF	\$25,000	\$10,000 \$10,250	\$64,000 \$22,700	\$38,650	\$12,275	\$12,125	\$1,355,725
	Frontier Trails Park	NF	\$390,930	\$1,563,720 \$390,930	\$390,930	\$390,930	\$390,930	\$390,930	\$96,000
	Southwest Meadows Sanctuary Park	NF	\$211,095	\$2,073,624 \$211,095	\$518,406	\$518,406	\$518,406	\$518,406	\$1,954,650
	Country Estates Park	G, CIP-FB, GF-FB NF	\$184,484	\$41,150	\$28,353	\$25,553	\$10,178	\$29,378	\$2,284,719
	Covered Dock on C-11 Canal	NF	\$400,000	\$100,000					\$184,484 \$134,612
									\$100,000
	Guardrails Installation Project	G, GF-FB, GF-Tr, NF	\$583,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
	Drainage Improvement Projects	G, GF Tr	\$450,446	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Transportation Surface Drainage	GF TFR	\$374,200	\$425,200	\$549,800	\$498,000	\$605,600	\$686,200	\$2,452,800	

Ongoing Rehab (TSDOR)	(mill) = .3767 .3950 for FY 2015 2016)		\$466,700	\$593,300	\$538,000	\$645,600		\$2,929,800
SW 190 th Avenue Extension	G, TFB GF Tfr	\$267,300	\$219,310					\$267,300 \$219,310
Pavement Striping and Markers	GAS, TFB, GF Tfr, GF-FB	\$200,000	\$50,000 \$130,000	\$50,000	\$50,000	\$50,000	\$50,000	\$400,000 \$330,000
Street Lighting	GF Trf, NF	\$30,000	\$196,000 \$25,000	\$196,000 \$201,000	\$196,000			\$422,000
Town-wide Entranceway Signage	GF-Tfr	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
SW 210 Ter Roadway Improvement	NF	\$150,000	\$95,000 \$150,000	\$704,500 \$95,000	\$704,500	\$704,500		\$1,654,000
Major Sidewalk Repairs	GF-FB NF	\$20,000						\$20,000
SW 60 Street Widening	NF	\$15,000	\$40,000 \$15,000	\$40,000				\$55,000
PROJECT TOTALS		\$3,201,455	\$5,139,544 \$2,473,240	\$2,507,025 \$2,545,175	\$1,549,000 \$3,224,750	\$6,345,600 \$2,786,875	\$7,557,525	\$18,742,624 \$18,587,565

Source: Town of Southwest Ranches Financial Administrator's Office, 5 Year Capital Improvements Program

Note: None of the projects listed above are required to achieve and / or maintain adopted levels of service. All projects are subject to available funding.

Funding Source Code	Funding Source Name
CIP-FB	Capital Projects Fund Fund Balance
TFB	Transportation Fund Fund Balance
G	Grant Funding
GAS	Local Option Gas Taxes
GF Tfr	General Fund Transfer from Operating Revenues of Fund Balance (Reserves)
GF-FB	General Fund Fund Balance
VFF-FB	Volunteer Fire Fund Fund Balance
GF-FB	General Fund Fund Balance (Reserves)

DEBT	DEBT-General Obligation or otherwise
FA	Fire Special Assessment
SA	Special Assessment
NF	Not Funded

Source: Town of Southwest Ranches Financial Administrator's Office, 5 Year Capital Improvements Program

Note: None of the projects listed above are required to achieve and / or maintain adopted levels of service. All projects are subject to available funding.

Appendix B: Funding Sources

	Source Name	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
CIP-FB	Capital Projects Fund Fund Balance	208,305					208,305
TFB	Transportation Fund Fund Balance	104,501					104,501
G	Grant Funding	299,809					299,809
GAS	Local Option Gas Taxes		25,000	25,000	25,000	25,000	100,000
GF Tfr	General Fund Transfer from Operating Revenues or Fund Balance (Reserves)	751,700	733,300	678,000	785,600	826,200	3,774,800
GF-FB	General Fund Fund Balance (Reserves)	156,500	29,486	20,000			205,986
VFF-FB	Volunteer Fire Fund Fund Balance	19,000					19,000
DEBT	DEBT-General Obligation or otherwise						0
FA	Fire Assessment	15,000	15,000	24,486	44,486	44,486	143,458
SA	Special Assessment						0
NF	Not Funded	918,425	1,742,389	2,477,264	1,931,789	6,661,839	13,731,706
Totals		2,473,240	2,545,175	3,224,750	2,786,875	7,557,525	18,587,565

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

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

Andy Berns, Town Administrator
Keith M. Poliakoff, Town Attorney
Russell Muñiz, Assistant Town Administrator/Town Clerk
Martin D. Sherwood, CPA, CGFO, Town Financial Administrator

COUNCIL MEMORANDUM

TO: Honorable Mayor Nelson and Town Council

THRU: Andy Berns, Town Administrator

FROM: Jeff Katims, AICP, CNU-A

DATE: December 2, 2015

**SUBJECT: Proposed Text Amendment Allowing Penal and Detention Facilities
in the Community Facility Zoning District**

Recommendation

Staff recommends that the Town Council adopt the Ordinance.

Issue

Penal institutions and detention centers are types of community facilities. The Unified Land Development Code does not permit these uses in its Community Facility District because the only suitable location within the Town for such uses is currently zoned and designated for industrial use, and both the Industrial land use designation and Manufacturing and Industrial zoning district allow penal institutions and detention centers.

The proposed Ordinance amends the Community Facility zoning district to allow penal institutions and detention centers on land with an Industrial land use designation.

Fiscal Impact

N/A

Staff Contact

Jeff Katims, Assistant Town Planner

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ORDINANCE NO. 2016 -

AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING THE LIST OF PERMITTED, CONDITIONAL AND PROHIBITED USES WITHIN ARTICLE 60, "COMMUNITY FACILITY DISTRICT" OF THE TOWN OF SOUTHWEST RANCHES UNIFIED LAND DEVELOPMENT CODE; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the adopted Town of Southwest Ranches Comprehensive Plan allows community facilities within several land use categories; and

WHEREAS, the Community Facility zoning classification can be utilized to implement each of the several land use categories in which community facilities are permitted; and

WHEREAS, the Industrial land use category allows penal institutions and detention centers, as well as community facilities; and

WHEREAS, the Community Facility zoning classification is consistent with the permitted uses of the Industrial land use category; and

WHEREAS, penal institutions and detention centers are owned and operated by governmental entities, or are privately owned and operated and under contract with governmental entities; and

WHEREAS, the Town Council of the Town of Southwest Ranches finds that penal institutions and detention centers, owned and operated on behalf of a governmental entity, are consistent with the general intent of the Community Facility zoning category, which includes accommodating land uses that provide governmentally owned or operated services and facilities; and

WHEREAS, the Town Council of the Town of Southwest Ranches wishes to amend the Community Facility zoning classification to allow penal institutions and detention centers on parcels of land that are designated Industrial on the future land use plan map.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance.

Section 2: That ULDC Section 060-030, Permitted uses, is hereby amended as follows:

Permitted uses in the community ~~facilities~~ facility district shall be limited to those uses specified in the master use list. All permitted uses shall be governmentally owned (public) or operated, or not-for-profit, unless otherwise specified. Uses are subject to section 060-090, "Limitations of uses." Specific subsection references are included in the following master use list:

Master Use List

- P = Permitted
- C = Conditional Use
- A = Accessory Use Only

Use	
Accessory dwelling (see section 060-090(A))	A
Agricultural uses (see section 060-020(I), "Animals")	P
Cemeteries (see section 060-090(B))	P
Cemeteries accessory to a place of worship (see section 060-090(B))	A, C
Civic center, incl. library, museum, art gallery and other such exhibitions	P
Community residential facilities (see section 060-090(C))	P
Day care or preschool, accessory to place of worship or primary school only	A
Essential services	P
Fire protection facilities	P
Funeral home accessory to a cemetery	A
Governmental administration offices	P
Outdoor events (see section 035-040, "Outdoor event permits")	C

Use	
Parks, public	P
<u>Penal institutions and detention centers on land designated Industrial on the future land use map, whether publicly or privately owned and operated, subject to all development and locational standards of Article 55 at the exclusion of those set forth in this Article 60, including but not limited to the Trafficway frontage requirement.</u>	<u>P</u>
Places of worship (see section 060-060, 060-090(D) and 060-090(E))	P
Police protection facilities	P
School, primary and secondary, public or private (see section 060-090 (D))	C
Wireless communication facilities (see article 40, "Telecommunication Towers and Antennas")	P

Section 3: Conflicts. All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

Section 4: Severability. If any word, phrase, clause, sentence or section of this Ordinance is, for any reason, held unconstitutional or invalid, the invalidity thereof shall not affect the validity of any remaining portions of this Ordinance.

Section 5: Codification. The Town Clerk shall cause this ordinance to be codified as a part of the ULDC during the next codification update cycle.

Section 6: Effective Date. This ordinance shall take effect immediately upon adoption.

(Signatures on following page)

PASSED ON FIRST READING this ___ day of December, 2015 on a motion made by _____ and seconded by _____.

PASSED AND ADOPTED ON SECOND READING this ___ day of January, 2015, on a motion made by _____ and seconded by _____.

Nelson _____
McKay _____
Breitkreuz _____
Fisikelli _____
Jablonski _____

Ayes
Nayes
Absent
Abstaining

Jeff Nelson, Mayor

Attest:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

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

112843458.1



Town of Southwest Ranches
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Andy Berns, Town Administrator
Keith M. Poliakoff, Town Attorney
Russell Muñiz, Assistant Town Administrator/Town Clerk
Martin D. Sherwood, CPA, CGFO, Town Financial Administrator

COUNCIL MEMORANDUM

TO: Honorable Mayor Nelson and Town Council

THRU: Andy Berns, Town Administrator

FROM: Jeff Katims, AICP, CNU-A

DATE: December 2, 2015

**SUBJECT: Proposed Rezoning of CCA Property From Industrial to
Community Facility**

Recommendation

Staff recommends that the Town Council adopt the Ordinance.

Issue

A companion Ordinance amends the Unified Land Development Code to allow penal institutions and detention centers within the Community Facility District when the underlying land use designation is Industrial. The CCA Property has an Industrial land use plan designation, and has been intended since at least 1998 for development as a penal institution or detention facility.

The proposed Ordinance rezones the CCA Property from M, Manufacturing and Industrial District, to Community Facility District.

Fiscal Impact

N/A

Staff Contact

Jeff Katims, Assistant Town Planner

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ORDINANCE NO. 2016 -

AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA REZONING APPROXIMATELY 24 ACRES OF LAND FROM M, MANUFACTURING DISTRICT TO CF, COMMUNITY FACILITY DISTRICT; GENERALLY LOCATED WEST OF SW 196TH AVENUE, AND EAST OF SW 202ND AVENUE (EXTENDED), BETWEEN STIRLING ROAD AND SHERIDAN STREET, MORE PARTICULARLY DESCRIBED AS LOTS 60, 61 AND 62, AND A PORTION OF VACATED SYLVAN PASS, ACCORDING TO THE REPLAT OF WEST BROWARD INDUSTRIAL PARK RECORDED IN PLAT BOOK 157, PAGE 39 OF THE BROWARD COUNTY, FLORIDA PUBLIC RECORDS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, there is a single property within the Town with an M, Manufacturing and Industrial District zoning classification, which property is legally described as Lots 60, 61, 62, and the Vacated Right-Of-Way of Sylvan Pass, according to the Replat Of Portion Of West Broward Industrial Park, as recorded in Plat Book 157, Page 39, of the Public Records of Broward County, Florida ("Subject Property"); and

WHEREAS, the Subject Property is owned by Corrections Corporation of America ("CCA") and has been owned by CCA or its subsidiary, CCA Properties of America, LLC since 1998; and

WHEREAS, CCA submitted an application for approval of a correctional facility in 2003 that the Town Council of the Town of Southwest Ranches ("Town Council") approved on August 10, 2005; and

WHEREAS, in 2005, CCA initiated an amendment to change the restrictive use note of the West Broward Industrial Park Plat ("Restrictive Use Note") from industrial to a 1,500 bed, 237,615 square-foot correctional institution, which amendment was approved by the Broward County Board of County Commissioners and subsequently recorded and made effective; and

WHEREAS, CCA subsequently initiated a further amendment to the Restrictive Use Note and site plan to increase the number of beds to 2,200 beds, and to increase the permissible gross floor area to 432,400 square feet; and

WHEREAS, CCA has maintained a valid site plan and Restrictive Use Note for a correctional facility on the Subject Property; and

WHEREAS, penal and correctional institutions, and community facilities are the land uses permitted in the Industrial land use category, which is the effective land use designation of the Subject Property; and

WHEREAS, the Town Council finds that the Community Facility zoning designation is consistent with the proposed and vested correctional facility use of the Subject Property, the adopted Comprehensive Plan, the permitted uses of the Community Facility District, and satisfies the criteria for the consideration and approval of rezoning applications set forth in the Town of Southwest Ranches Unified Land Development Code.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:

Section 1: Recitals. That the foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance.

Section 2: Zoning change. That the zoning map designation of the Subject Property is hereby amended and changed from M, Manufacturing and Industrial District to CF, Community Facility District.

Section 3: Map amendment. That the Town Administrator or designee shall, immediately following the effective date of this Ordinance, cause the Town of Southwest Ranches Official Zoning Map to be updated to reflect this amendment.

Section 4: Conflicts. All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

Section 5: Severability. If any word, phrase, clause, sentence or section of this Ordinance is, for any reason, held unconstitutional or invalid, the invalidity thereof shall not affect the validity of any remaining portions of this Ordinance.

Section 6: Effective Date. This ordinance shall take effect immediately upon adoption.

(Signatures on following page)

PASSED ON FIRST READING this ___ day of December, 2015 on a motion made by _____ and seconded by _____.

PASSED AND ADOPTED ON SECOND READING this ___ day of January, 2015, on a motion made by _____ and seconded by _____.

Nelson _____
McKay _____
Breitkreuz _____
Fisikelli _____
Jablonski _____

Ayes
Nayes
Absent
Abstaining

Jeff Nelson, Mayor

Attest:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

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

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Ordinance No. 2016-_____

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Andrew D. Berns, Town Administrator
Keith M. Poliakoff, JD, Town Attorney
Russell Muñiz, MMC, 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: Clete J. Saunier, P.E.
Public Works Director

DATE: December 10, 2015

SUBJECT: **Professional Surveying for FY 2017 Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program Construction**

Recommendation

Consideration of approval of a Purchase Order for Craven Thompson and Associates, Inc. for the TSDOR Program professional surveying services

Strategic Priorities

- A. Sound Governance
- D. Improved Infrastructure

Background

The Drainage and Infrastructure Advisory Board (DIAB) and Town Council approved the affected roads scheduled for construction in FY 2017. The road segments were reviewed by Town legal staff and determined to have no encumbered right of way issues. Surveying needs to be completed in FY 2016 so design documents can be prepared for the roads to be resurfaced in FY 2017.

The roads scheduled for improvement total 3.27 miles in length and include the following road segments:

- Appaloosa Trail (5,950 LF)
- Melaleuca Road (8,737 LF)
- SW 56th Street (1,355 LF)
- SW 128th Avenue (1,200 LF)

Staff notes the conceptual surveying, design and construction cost estimates included in the original 'Street Condition and Assessment Report' (the conceptual 'blueprint' for the

TSDOR Program) prepared by King Engineering Associates, Inc. included a very rough estimate of anticipated surveying and design consultant services costs. This report, informally known as the 'King Study' was presented to the DIAB and received by the Town Council November 2013. The report significantly underestimated the costs for these consulting services by approximately 40% based upon current market rates.

The going local market rate for surveying services is about \$30,000.00/mile. The project is 3.27 miles of roadway which equates to a market rate fee of \$98,100.00. Through discussions with the consultant, staff negotiated a lower fee by reducing the typical scope of services without adversely impacting the work product needed for this project. The proposal from Craven Thompson equates to about \$18,000.00/mile for a total fee of \$59,800.00. This is about 40% less than the average local market rate.

Surveying and civil design engineering firms have previously been selected and continuing contracts approved by Council. Staff has coordinated surveying services and negotiated scope and related pricing with one of the surveying firms and desires to issue a Purchase Order to Craven Thompson and Associates, Inc. for professional surveying services. This work is required in order to prepare the engineering design documents and bid specifications for road construction. Town Council approval is required to issue the Purchase Order in the amount of \$59,800 as outlined in Exhibit A.

Staff also received a quote from Erdman Anthony for engineering design services, and is included in a separate Agenda Memo and Resolution for Town Council consideration and approval.

Fiscal Impact/Analysis

Professional surveying services for this TSDOR project has been funded in the FY 2016 Budget (101-5100-541-63280).

Staff Contact:

Clete J. Saunier, P.E.

RESOLUTION NO. 2016 - _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING A PURCHASE ORDER IN THE AMOUNT OF \$59,800.00 WITH CRAVEN THOMPSON AND ASSOCIATES, INC. FOR SURVEYING SERVICES FOR PHASE TWO OF THE TRANSPORTATION SURFACE AND DRAINAGE ONGOING REHABILITATION (TSDOR) ROADWAY IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Drainage and Infrastructure Advisory Board (DIAB) and Town Council have approved the first four years of the TSDOR 21-year plan subject to annual review and amendment those roads scheduled for construction five (5) fiscal years and beyond; and

WHEREAS, the second group of roads scheduled for construction FY 2017 have been reviewed by the Town's legal staff and have been determined to have no encumbered right of way issues; and

WHEREAS, surveying services are needed to complete the construction; and

WHEREAS, on December 18, 2013, the Town advertised a Request for Letters of Interest (RLI #13-010) for a Continuing Contract for Professional Engineering Services; and

WHEREAS, on September 15, 2014, by Resolution 2014-056, the Town Council approved three Continuing Contracts for Surveying Services; and

WHEREAS, the Town has Continuing Contracts for Surveying Services with Craven Thompson and Associates, Inc., Winningham and Fradley, Inc., and Keith and Associates, Inc.; and

WHEREAS, the Town received proposals from Craven Thompson and Associates, Inc. for surveying Phase Two of the TSDOR Roadway Improvements in the amount of \$59,800.00; and

WHEREAS, the Town Council believes that the Purchase Order is in the best interest of the health, safety, and welfare of its residents.

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

Section 1: Recitals. The recitals above are true and correct and are incorporated herein by reference.

Section 2: Authorization. The Town Council hereby approves entering into a Purchase Order with Craven Thompson and Associates, Inc. in the amount of \$59,800.00 to survey the second group of the TSDOR roadway improvements, in substantially the same form as that attached hereto as Exhibit "A".

Section 3: Approval. The Town Council hereby authorizes the Town Administrator to execute the Purchase Order in substantially the same form as that attached hereto as Exhibit "A" and to make such modifications, additions and/or deletions which they deem necessary to effectuate the intent of this Resolution.

Section 4: Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this ____ day of _____, 2015, on a motion by _____ and seconded by _____.

Nelson _____
McKay _____
Breitkreuz _____
Fisikelli _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Jeff Nelson, Mayor

Attest:

Russell Muniz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

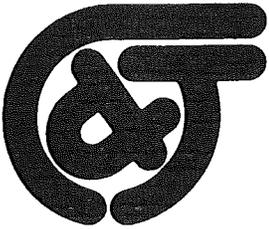
Keith Poliakoff, Town Attorney

September 22, 2015

e-mail: csaunier@southwestranches.org
eaceti@southwestranches.org

Mr. Clete J. Saunier, P.E.
Public Works Director / Town Engineer
Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628

CRAVEN THOMPSON



& ASSOCIATES INC.

Engineers
Planners
Surveyors
Landscape Architects

RE: TOPOGRAPHIC SURVEYS OF RIGHTS-OF-WAY FOR:

- APPALOOSA TRAIL (5,950 LINEAL FEET)
- MELALEUCA ROAD (8,737 LINEAL FEET)
- SW 56TH STREET (1,355 LINEAL FEET)
- SW 128TH AVENUE (1,200 LINEAL FEET)

CT&A PROPOSAL NO. 2015-T04-332 REV2

Dear Clete:

The firm of Craven Thompson & Associates, Inc. is pleased to provide the following revised proposal for professional surveying services, for the above referenced project. Our scope is as follows:

I. SURVEYING SERVICES

1.1 TASK 1 - Topographic Survey of Appaloosa Trail (CT&A Task No. 11050)

Prepare a topographic survey of Appaloosa Trail, from Old Sheridan Street north, to one hundred (100) feet north of Stirling Road, including one hundred (100) feet west of Appaloosa Trail, on Old Sheridan Street and Mustang Trail, and one hundred (100) feet east and west of Appaloosa Trail, on Luray and Stirling Roads, approximately 5,950 linear feet.

The survey will meet all of the current surveying requirements of the Board of Professional Surveyors and Mappers of the State of Florida, as defined in the Standards of Practice, Chapter 5J-17.050 - .052, Florida Administrative Code.

The purpose of this survey is for conventional roadway design to rehabilitate pavement and provide drainage swales.

The survey is to include the following scope:

Survey Scope:

- The survey will include the finding or establishing of survey control baseline monumentation for the existing right-of-way, in order to tie all improvements to.
- Survey centerline and edges of pavement (horizontal and vertical).
- Locate all above-ground and visible utility features, including manholes, valve covers, etc., within pavement area.
- Determine water elevation in canal.
- Locate above-ground and visible improvements within R/W on the proposed swale side of the roadway, opposite the canal side. Improvements include utility features, fences, mailboxes, and trees.
- Locate all driveways.
- Cross sections at 200' intervals establishing elevations and locations of centerline of pavement, edges of pavement, centerline of swale (or ½ distance from edge of pavement to R/W), ground at R/W or boundary fence, and top of bank and water's edge, if adjacent to a canal.
- Set horizontal and vertical control for contractor's use during construction. Benchmarks at 1,000 foot intervals along the route.
- Private driveways, headwalls along the canal, will be located in the field, where they are accessible and not obstructed by fences, gates, or security systems, including dogs. Culverts on the canal side do not need to be located for this project.
- All elevations will be relative to North American Vertical Datum of 1988 (NAVD88) and based on National Geodetic Survey (NGS), or Florida Department of Transportation (FDOT) benchmarks.
- The preparation of the survey drawing will be in AutoCAD Civil 3D, version 2014 or higher, drawing file format, including all right-of-way lines and elements surveyed, per the above Survey Scope, including break lines and spot elevations.

Lump Sum:.....\$20,800.00

Approximate time of completion: Five (5) to six (6) weeks, after receipt of Notice to Proceed (weather permitting).

1.2 TASK 2 - Topographic Survey of Melaleuca Road (CT&A Task No. 11050)

Prepare a topographic survey of Melaleuca Road, from Old Sheridan Street north, to six hundred sixty (660) feet north of SW 56th Street, approximately 8,737 linear feet. The survey to include one hundred (100) feet east and west of Melaleuca Road, at the intersections of Old Sheridan Street, Mustang Trail, Luray Road and Stirling Road.

The survey will meet all of the current surveying requirements of the Board of Professional Surveyors and Mappers of the State of Florida, as defined in the Standards of Practice, Chapter 5J-17.050 - .052, Florida Administrative Code.

The purpose of this survey is for conventional roadway design to rehabilitate pavement and provide drainage swales.

The survey is to include the following scope:

Survey Scope:

- The survey will include the finding or establishing of survey control baseline monumentation for the existing right-of-way, in order to tie all improvements to.
- Survey centerline and edges of pavement (horizontal and vertical).
- Locate all above-ground and visible utility features, including manholes, valve covers, etc., within pavement area.
- Determine water elevation in canal.
- Locate above-ground and visible improvements within R/W on the proposed swale side of the roadway, opposite the canal side. Improvements include utility features, fences, mailboxes, and trees.
- Locate all driveways.
- Cross sections at 200' intervals establishing elevations and locations of centerline of pavement, edges of pavement, centerline of swale (or ½ distance from edge of pavement to R/W), ground at R/W or boundary fence, and top of bank and water's edge, if adjacent to a canal.
- Set horizontal and vertical control for contractor's use during construction. Benchmarks at 1,000 foot intervals along the route.
- Private driveways, headwalls along the canal will be located in the field, where they are accessible and not obstructed by fences, gates, or security systems, including dogs. Culverts on the canal side do not need to be located for this project.
- All elevations will be relative to North American Vertical Datum of 1988 (NAVD88) and based on National Geodetic Survey (NGS), or Florida Department of Transportation (FDOT) benchmarks.
- The preparation of the survey drawing will be in AutoCAD Civil 3D, version 2014 or higher, drawing file format, including all right-of-way lines and elements surveyed, per the above Survey Scope, including break lines and spot elevations.

Lump Sum:.....\$30,000.00

Approximate time of completion: Six (6) to seven (7) weeks, after TASK 1 (weather permitting).

1.3 **TASK 3 - Topographic Survey of SW 56th Street** (CT&A Task No. 11050)

Prepare a topographic survey of SW 56th Street, from Melaleuca Road, east to the dead end, approximately 1,355 linear feet.

The survey will meet all of the current surveying requirements of the Board of Professional Surveyors and Mappers of the State of Florida, as defined in the Standards of Practice, Chapter 5J-17.050 - .052, Florida Administrative Code.

The purpose of this survey is for conventional roadway design to rehabilitate pavement and provide drainage swales.

The survey is to include the following scope:

Survey Scope:

- The survey will include the finding or establishing of survey control baseline monumentation for the existing right-of-way, in order to tie all improvements to.
- Survey centerline and edges of pavement (horizontal and vertical).
- Locate all above-ground and visible utility features, including manholes, valve covers, etc., within pavement area.
- Determine water elevation in canal.
- Locate above-ground and visible improvements within R/W on the proposed swale side of the roadway, opposite the canal side. Improvements include utility features, fences, mailboxes, and trees.
- Locate all driveways.
- Cross sections at 200' intervals establishing elevations and locations of centerline of pavement, edges of pavement, centerline of swale (or ½ distance from edge of pavement to R/W), and ground at R/W or boundary fence.
- Set horizontal and vertical control for contractor's use during construction. Benchmarks at 1,000 foot intervals along the route.
- All elevations will be relative to North American Vertical Datum of 1988 (NAVD88) and based on National Geodetic Survey (NGS), or Florida Department of Transportation (FDOT) benchmarks.
- The preparation of the survey drawing will be in AutoCAD Civil 3D, version 2014 or higher, drawing file format, including all right-of-way lines and elements surveyed, per the above Survey Scope, including break lines and spot elevations.

Lump Sum:..... \$5,000.00

Approximate time of completion: Three (3) to four (4) weeks, after completion of TASK 2, (weather permitting).

1.4 **TASK 4 - Topographic Survey of SW 128th Avenue** (CT&A Task No. 11050)

Prepare a topographic survey of SW 128th Avenue, from SW 56th Street north, approximately 1,200 linear feet.

The survey will meet all of the current surveying requirements of the Board of Professional Surveyors and Mappers of the State of Florida, as defined in the Standards of Practice, Chapter 5J-17.050 - .052, Florida Administrative Code.

The purpose of this survey is for conventional roadway design to rehabilitate pavement and provide drainage swales.

The survey is to include the following scope:

Survey Scope:

- The survey will include the finding or establishing of survey control baseline monumentation for the existing right-of-way, in order to tie all improvements to.
- Survey centerline and edges of pavement (horizontal and vertical).
- Locate all above-ground and visible utility features, including manholes, valve covers, etc., within pavement area.
- Locate above-ground and visible improvements within R/W on the proposed swale side of the roadway. Improvements include utility features, fences, mailboxes, and trees.
- Locate all driveways.
- Cross sections at 200' intervals establishing elevations and locations of centerline of pavement, edges of pavement, centerline of swale (or ½ distance from edge of pavement to R/W), and ground at R/W or boundary fence.
- Set horizontal and vertical control for contractor's use during construction. Benchmarks at 1,000 foot intervals along the route.
- All elevations will be relative to North American Vertical Datum of 1988 (NAVD88) and based on National Geodetic Survey (NGS), or Florida Department of Transportation (FDOT) benchmarks.
- The preparation of the survey drawing will be in AutoCAD Civil 3D, version 2014 or higher, drawing file format, including all right-of-way lines and elements surveyed, per the above Survey Scope, including break lines and spot elevations.

Lump Sum:.....\$4,000.00

Approximate time of completion: Three (3) to four (4) weeks, after completion of TASK 3, (weather permitting).

Total Survey Cost (Tasks 1 – 4):.....\$59,800.00

Final delivery of all Tasks 1 - 4 will be approximately sixty (60) days after Notice to Proceed, on or before December 31st, 2015.

Scope of Services

The scope of services is limited by the specific terms of this proposal. Except as stated specifically herein, no other service will be provided except as "extra work", subject to the fees hereinafter set forth. The terms hereof shall be construed in favor of the firm and all inferences and implications shall be deemed to be for the benefit of the firm.

In reviewing this proposal for professional services, it should be understood that the above proposal items and their corresponding fees do not necessarily represent the full scope of services required for the project. Rather, it represents our best effort to set forth those services which we believe to be those requested by you, the Client, and/or those we can determine to be needed to accomplish a particular objective. However, we recognize and we ask that the Client recognize that as a project progresses the scope of service as originally defined may change in content to include work not initially identified. Several factors will cause this to happen:

1. Better understanding of the project and the Client's goals as progress on the project is made.
2. Additional requirements identified by the Client.
3. New laws or governmental agency requirements.

As these influences occur and are identified, we will advise you of same and seek your direction as to how you wish to proceed.

Work required as a result of the above will be "extra work" outside of the original scope of services. Upon your direction, we will perform the work under the "**Hourly Fee Schedule**" section of this proposal or we can provide you with a separate proposal should the scope so indicate.

Hourly Fee Schedule

CIVIL ENGINEERING SERVICES

Principal Engineer	\$195/Hour
Senior Supervising Engineer	\$175/Hour
Senior Engineer	\$130/Hour
Project Engineer	\$110/Hour
Engineering Senior CADD Technician	\$90/Hour

LAND SURVEYING & MAPPING SERVICES

Principal Surveyor	\$155/Hour
Professional Land Surveyor	\$120/Hour
Project Surveyor	\$110/Hour
Survey CADD / GIS Tech	\$80/Hour
Survey Field Crew (2-Man Crew)	\$125/Hour
Survey Field Crew (3-Man Crew)	\$155/Hour
Survey Crew with Laser Scan (3-Man Crew)	\$250/Hour

LANDSCAPE ARCHITECTURE AND PLANNING SERVICES

Principal Landscape Architect / Principal Planner	\$155/Hour
Senior Landscape Architect	\$130/Hour
Landscape Architect	\$120/Hour
Project Landscape Designer	\$110/Hour
Project Planner	\$110/Hour

CONSTRUCTION ADMINISTRATION SERVICES

Director of Construction Management	\$140/Hour
Senior Field Representative	\$90/Hour
Field Representative	\$80/Hour

MISCELLANEOUS

Clerical\$70/Hour

Hourly Charges

Hourly work will be billed at our current prevailing rates; however, these are subject to change due to increasing labor and material costs. Hourly work performed outside of normal business hours will be billed at one and a half times the current rates for overtime. No notice of change in prevailing rates shall be required. The firm's normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Lump Sum Fees

The Lump Sum Fees set forth above are applicable for a period of six (6) months from the date of this proposal. If the work on any item to which a lump sum fee shall apply is not commenced within said period, the firm reserves the right to terminate this Agreement as it relates to said item. If the work is initiated but not concluded within said period, regardless of the reason therefore, the balance of the fee due shall be increased at the rate of one percent (1%) per month for each month the work continues until the work is complete. No prior notice of such adjustment shall be required.

Affidavits

When an Affidavit, Surveyor's Report, or separate Surveyor's Certificate is requested, there will be a minimum fee of \$150.00.

In addition, all research and calculation time required in the preparation of this affidavit, report or certificate will be charged at our normal hourly rates for the individuals preparing the affidavit.

Ownership of Documents

All documents including, but not limited to, drawings and specifications prepared in connection with the project constitute the work product of the firm and a portion of the instruments of service with respect to the project. Such documents and/or specifications constitute a portion of the integral services provided by the firm and, as such, are not intended or represented to be suitable for reuse by you or others or for extensions of the project or in connection with any other project. The firm specifically disclaims any responsibility and/or liability for or in connection with the reuse of such documents and/or specifications or any use thereof beyond the scope of the Project as set forth herein. By your execution of this proposal, you agree to indemnify and hold the firm harmless from all claims, damages, losses and expenses including, but not limited to, attorney's fees arising out of or resulting from the reuse or extended use of such documents or specifications.

Assignment

It should be expressly understood that this proposal is for the use of the executing Client and is not assignable or assumable by any third party.

LIABILITY

PURSUANT TO F.S. 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

Invoicing and Payment

Work will be invoiced at the end of each month based on a proration of work completed to date, with payment expected upon receipt of the invoice by the Client. Client shall notify firm within ten (10) days of receipt of invoice should invoice be found to be unacceptable. Any invoice for which firm is not so notified shall be deemed to be acceptable for purposes of payment by Client.

If payment is not received within 45 days of the invoice date, Consultant may terminate this agreement or suspend work under the agreement without further notice, and a late charge of one and one-half percent (1-1/2%) per month on

outstanding balance shall accrue until delinquent balance is paid. Client agrees to pay all costs of collection, including reasonable Attorney fees, should such action be required.

Client's Responsibilities

1. The Client shall provide full information regarding requirements for the project including a program, which shall set forth the design objectives, constraints and expendability, special equipment and systems and site requirements.
2. The Client shall furnish a Legal Description of the property and the appropriate Title Information.

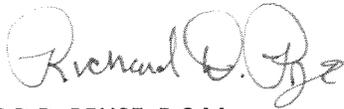
Acceptance

This proposal and fee schedules are based on acceptance within 30 days of the date of preparation. If not accepted by you within that time period, we reserve the right to re-evaluate the terms and conditions contained herein.

If the proposed work and fees contained herein are agreeable with you, please sign the enclosed copy of this letter and return same to our office. Should you have any questions regarding the above, please do not hesitate to call.

Sincerely,

CRAVEN THOMPSON & ASSOCIATES, INC.



RICHARD D. PRYCE, P.S.M.
Vice President – Surveying/GIS

RDP/wg

ACCEPTANCE OF PROPOSAL: The above fees, terms, conditions, and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

THIS PROPOSAL ACCEPTED BY:

Name & Title

Firm Name

Date

Telephone Number

Facsimile Number

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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
Doug McKay, Vice Mayor
Steve Breitkreuz, Council Member
Freddy Fisikelli, Council Member
Gary Jablonski, Council Member

Andrew D. Berns, Town Administrator
Keith M. Poliakoff, JD, Town Attorney
Russell Muñiz, MMC, Assistant Town Administrator
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: Clete Saunier, P.E.
Public Works Director

DATE: December 10, 2015

SUBJECT: Engineering Design for FY 2017 Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Program Construction

Recommendation

Consideration of approval of a Resolution approving a purchase order for Erdman Anthony for the TSDOR Program engineering design.

Strategic Priorities

D. Improved Infrastructure

Background

The Drainage and Infrastructure Advisory Board (DIAB) and Town Council approved the affected roads scheduled for construction in FY 2017. The road segments were reviewed by Town legal staff and determined to have no encumbered right of way issues. Design engineering needs to be completed in FY 2016 so plans can be prepared for the roads to be resurfaced in FY 2017.

The roads scheduled for improvement total 3.27 miles in length and include the following road segments:

- Appaloosa Trail (5,950 LF)
- Melaleuca Road (8,737 LF)
- SW 56th Street (1,355 LF)
- SW 128th Avenue (1,200 LF)

Staff notes the conceptual surveying, design and construction cost estimates included in the original 'Street Condition and Assessment Report' (the conceptual 'blueprint' for the TSDOR Program) prepared by King Engineering Associates, Inc. included a very rough

estimate of anticipated surveying and design consultant services costs. This report, informally known as the 'King Study' was presented to the DIAB and received by the Town Council November 2013. The report significantly underestimated the costs for these consulting services by approximately 40% based upon current market rates.

Engineering services market rates fluctuate depending upon the project scope. However, typical average market rate for civil engineering roadway design services can range between \$1,200.00 and \$2,000.00 per plan sheet. There are 60 plan sheets in the proposed project plan set. The related fee at the average market rate would be between \$72,000.00 and \$120,000.00. Erdman Anthony's proposal equates to about \$1,165.00/sheet for a total fee of \$69,785.00. However, \$22,340.00 (32% of the total fee) is based upon an 'hourly not to exceed' basis, so the total actual fee paid may be less than the total proposed fee.

Surveying and civil design engineering firms have previously been selected and continuing contracts approved by Council. Staff has coordinated design and bid document preparation and negotiated scope and related pricing with one of the civil firms and desires to issue a Purchase Order to Erdmann Anthony for engineering and design. The fiscal impact and analysis is detailed below.

Staff also received a quote from Craven Thompson & Associates for surveying, and is included in a separate Agenda Memo and Resolution for Town Council consideration and approval.

Fiscal Impact/Analysis

Engineering design for this TSDOR project has been funded in the FY 2016 Budget (101-5100-541-63280).

Item	Amount
Total Amount Budgeted for FY 2016 TSDOR Program*	\$622,442.00
2016 Construction Project	(\$524,442.20)
CTA Surveying for FY 2017 Construction	(\$59,800.00)
Proposed Engineering for FY 2017 Construction	(\$69,785.00)
Net Total Revenue / Expense	(\$31,585.20)
Construction Reserve**	\$31,585.20
Net Balance	\$0.00

*Includes \$93,600 carryover from FY 2015 and previous budget amendment of \$62,142.

**The Construction Reserve fund (\$200,000.00) was established to fund unforeseen costs associated with the TSDOR Program. This fund must be replenished with a subsequent fiscal year millage increase designated for the TSDOR Road Program.

Staff Contact:

Clete Saunier, P.E.

RESOLUTION NO. 2016 - _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING A PURCHASE ORDER IN THE AMOUNT OF \$69,785.00 WITH ERDMAN ANTHONY OF FLORIDA, INC. FOR ENGINEERING SERVICES FOR PHASE TWO OF THE TRANSPORTATION SURFACE AND DRAINAGE ONGOING REHABILITATION (TSDOR) ROADWAY IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Drainage and Infrastructure Advisory Board (DIAB) and Town Council have approved the first four years of the TSDOR 21-year plan subject to annual review and amendment those roads scheduled for construction five (5) fiscal years and beyond; and

WHEREAS, the second group of roads scheduled for construction FY 2017 have been reviewed by Town legal staff and determined to have no encumbered right of way issues; and

WHEREAS, engineering design services are needed to complete the construction; and

WHEREAS, on June 20, 2014, the Town advertised a Request for Letters of Interest (RLI #14-007) for a Continuing Contract for Professional Engineering Services; and

WHEREAS, on November 13, 2014, by Resolution 2015-005, the Town Council approved three Continuing Contracts for Engineering Services; and

WHEREAS, the Town has Continuing Contracts for Engineering Services with Erdman Anthony of Florida, Inc., Craig A. Smith and Associates, Inc., and Keith and Associates, Inc.; and

WHEREAS, the Town received a proposal from Erdman Anthony of Florida, Inc., for surveying Phase Two of the TSDOR Roadway Improvements in the amount of \$69,785.00; and

WHEREAS, the Town Council believes that the Purchase Order is in the best interest of the health, safety, and welfare of its residents.

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

Section 1: Recitals. The recitals above are true and correct and are incorporated herein by reference.

Section 2: Authorization. The Town Council hereby approves entering into a Purchase Order with Erdman Anthony of Florida, Inc. in the amount of \$69,785.00 for engineering service relating to the second group of the TSDO roadway improvements, in substantially the same form as that attached hereto as Exhibit "A".

Section 3: Approval. The Town Council hereby authorizes the Town Administrator to execute the Purchase Order in substantially the same form as that attached hereto as Exhibit "A" and to make such modifications, additions and/or deletions which they deem necessary to effectuate the intent of this Resolution.

Section 4: Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this ____ day of _____, 2015, on a motion by _____ and seconded by _____.

Nelson _____
McKay _____
Breitkreuz _____
Fisikelli _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Jeff Nelson, Mayor

Attest:

Russell Muniz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

Keith Poliakoff, Town Attorney
112832059.1

November 2, 2015

Clete J. Saunier P.E.
 Public Works Director/Town Engineer
 Town of Southwest Ranches
 13400 Griffin Road
 Town of Southwest Ranches, FL 33330-2628
 Via email to: csaunier@southwestranches.org

SUBJECT: Work Order Proposal SW 127th Ave and SW 130th Ave TSDOR Roadway Improvements

Dear Mr. Saunier:

Erdman Anthony is pleased to present this proposal to provide services for preparing roadway plans for **SW 127th Ave/Appaloosa Trail and SW 130th Ave/Melaleuca Road (and associated side streets SW 56th Street and SW 128th Ave)** in support of the TSDOR Program. (see attached exhibits) This proposal includes an outline of the scope for services, our fee estimate and the proposed schedule.

Proposed Scope of Services

Existing Conditions – These roadway segments are located in rural residential sections of Southwest Ranches. The existing streets are generally sloped away from the adjacent canals and include intermittent swale drainage on the non-canal sides of the roadway. The swales drain to inlets that outfall to the canal system in the area. The pavement condition varies with an average rating of “5” as established in the “Streets Condition Assessment Pavement Management Plan” Technical Memorandum dated November 5, 2013 prepared for the Town by King Engineering Associates, Inc.

Design Concept – Based on our meeting and a subsequent field review we propose to prepare roadway construction plans and project specifications to:

- Clean, patch and resurface existing pavement
- Re-grade roadside swales to establish wide, shallow swales with a flat grade (for roadways south of SW 56th Street)
- Retain existing driveways
- Re-stripe intersections to match current markings

The depth of pavement resurfacing is anticipated to be 1” to 1.5” and will be established during design. Due to the low traffic volumes in this neighborhood we believe resurfacing the existing roadway will provide adequate pavement service life. For purposes of establishing the pavement structural value, an existing pavement section consisting of 1” asphaltic concrete over 8” base course with the equivalent subgrade of 12” stabilization will be used in lieu of coring the existing pavement.

Plans Package – We propose to develop a limited set of plans consisting of:

- Key sheet
- Summary of Pay Items
- Typical Sections for each roadway
- General Notes
- Roadway Plan and Profiles @ 1”=40’ Horizontal and 1”=2’ Vertical (for SW 127th Ave/Appaloosa Trail and SW 130th Ave/Melaleuca Road south of SW 56th Street)
- Roadway Plan Sheets @ 1”=40’ Horizontal (NO profiles) for SW 56th Street, SW 128th Ave and SW 130th Ave/Melaleuca Road north of SW 56th Street.
- Drainage Details (as needed)

Clete J. Saunier, PE
RE: Proposal for SW 127th and 130th Ave Roadway Improvements
November 2, 2015
Page 2 of 2

- Cross Sections @ 200' intervals (for SW 127th Ave/Appaloosa Trail and SW 130th Ave/Melaleuca Road south of SW 56th Street)
- Stormwater Pollution Prevention Plan
- Signing & Pavement Marking Plan (detail sheets as needed for intersections)

Specifications and Bid Documents – Erdman Anthony will reference FDOT specifications so they can be appended to the standard specifications prepared by the Town. We will also provide a bid tabulation form listing the anticipated quantities for each pay item.

Permitting – Erdman Anthony will coordinate with Broward County and prepare any necessary County permit applications. We also anticipate permit involvement with the Central Broward Water Control District. No other permits are anticipated.

Deliverables

Deliverables for the project will include:

- Roadway and Pavement Marking Plans Package
- Specification Section
- Bid tabulation form
- Engineer's estimate of probable construction cost
- Broward County Plan Review application (if required by the County)
- Central Broward Water Control District (if required)

Items to be provided by the Town of Southwest Ranches

The following items are anticipated to be provided by the Town:

- Field survey and Existing right of way
- Standard and general specification sections
- Bid documents
- Underground utility and drainage data (as available)

Fee Estimate

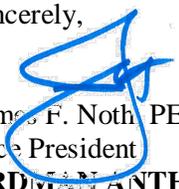
Please see the attached spreadsheet.

Schedule

Erdman Anthony will begin the services under this work authorization within one business day of receiving authorization to proceed. Services are expected to be complete within 8 months.

We appreciate the opportunity to offer professional services to the Town of Southwest Ranches. Should you have any questions or comments, please do not hesitate to call me.

Sincerely,


James F. Noth PE, PSM
Vice President
ERDMAN ANTHONY

K:\Business-Development\Proposals\SW Ranches\Engineering Svcs Aug 2014\TASK WORK ORDERS\SW127th-130thAVE\scope_SW127andSW130thAVE_20151102.docx

TRANSPORTATION SURFACE AND DRAINAGE ONGOING REHABILITATION (TSDOR) CONSTRUCTION PROGRAM SCHEDULE

East/West of I-75	Street Name		From	To	Full Public R/W (Y/N) (Provided by Town)	Average Rating	Minimum Rating	Maximum Rating	Length (miles)	Resurfacing & Swale Restoration Cost	Fiscal Year	
	Street Name	Street Name										
E	SW 128th Ave.	SW 56 Street	SW 56th Street	North dead end.	Y	8	7	9	0.23	\$57,800.00	2017	
E	SW 56th Street	Melaleuca Rd	Melaleuca Rd	SW 128th Ave	Y	3	2	4	0.12	\$12,800.00	2017	
E	SW 56th Street	SW 128th Ave	SW 128th Ave	SW 127th Ave	Y	5	4	5	0.12	\$12,800.00	2017	
E	Melaleuca Drive	SW 56th Street	SW 56th Street	North dead end.	N	5	5	5	0.12	\$12,500.00	2017	
E	Melaleuca Drive	Stirling Road (SW 60th St)	Stirling Road (SW 60th St)	SW 56th Street	Y	5	4	6	0.37	\$58,200.00	2017	
E	Melaleuca Drive (* 2011)	Stirling Road (SW 60th St)	Stirling Road (SW 60th St)	Old Sheridan Street	Y	4	4	6	0.99	\$156,400.00	2017	
E	Appaloosa Trail (* 2011)	Stirling Road (SW 60th St)	Stirling Road (SW 60th St)	Old Sheridan Street	Y	6	4	6	1.00	\$168,800.00	2017	
						TOTALS			2.95		\$479,300.00	2017
						INFLATION & CONTINGENCY					\$24,000.00	2017
						TOTAL FISCAL YEAR PROJECTS					\$503,300.00	2017

Note: This road segment was included in the King Study, but is situated at the north end of SW 130th Avenue (Private Road)

E	SW 52nd Street	SW 130 Avenue	60' of SW 52nd St.		Y	2	2	2	0.04	\$2,600.00	????
---	----------------	---------------	--------------------	--	---	---	---	---	------	------------	------

Town of Southwest Ranches

2017 TSDOR Roadway Improvement Limits for:

SW 56th Street

Melaleuca Road/SW 130th Ave north of SW 56th Street

SW 128th Ave north of SW 56th Street



ESTIMATE OF WORK EFFORT AND COST

Name of Project: **SW 127th Ave** from Old Sheridan Street to Stirling Road/SW 60th Street
SW 130th Ave from Old Sheridan Street to dead end north of SW 56th Street and portions of SW 56th St and SW 128th Ave
 SW Ranches RLI No.

Date: **11/02/2015**
 James F. Noth, PE, PSM

Project Length = 2.962 miles

Staff Classification	Hours From "SH Summary - Firm"	Principal	Expert Witness Testimony	VP/Corp Manager	Senior Project Manager	Project Manager	PE	Senior Project Engineer	Project Engineer	Tech CADD	Admin Assistant	SH By Activity	Salary Cost By Activity	Deliverables	
														Scale	No. of Sheets
Project Meetings	16	8	\$200.00	\$175.00	\$150.00	\$125.00	\$120.00	\$115.00	\$85.00	\$75.00	\$55.00	16	\$2,800	n/a	
Roadway Plans	365														
Key Sheet					1					3		4	\$375	n/a	1
Summary of Pay Items					2		4	4	4	8		18	\$1,720	n/a	1
Drainage Map												0	\$0	n/a	
Typical Section					8		4	6	6	16		34	\$3,390	n/a	4
Summary of Drainage Structures								1	1	4		6	\$505	n/a	1
General Notes							2	2	2	8		12	\$1,010	n/a	1
Plan & Profile Sheets		10			24		32	40	40	80		186	\$18,840	1"= 40' H & 2'V	20
Plan Sheets		4			11		7	7	7	28		56	\$5,810	1"= 40' H	7
Side Street Intersection Profiles												0	\$0	n/a	
Drainage Details					1		2	2	2	4		9	\$860	n/a	1
Cross Sections @ 200' intervals							4	4	4	16		24	\$2,020	n/a	21
Stormwater Pollution Prevention Plan					2		3	3	3	8		16	\$1,515	n/a	2
Erosion and Sediment Control Plan												0	\$0	n/a	
Roadway Soil Survey (by others)												0	\$0	n/a	
Signing & Pavement Marking Plans	6														
Key Sheet												0	\$0	n/a	
Tabulation of Quantities												0	\$0	n/a	
General Notes & Details												0	\$0	n/a	
Plan Sheets					1		1			4		6	\$570	1" = 40'	1
Supervision & QC Review	38	38										38	\$7,600		
TOTAL LUMP SUM FEE DESIGN TASKS												425	\$47,015		
Hourly Based Tasks	160														
Permit Submittals		4			12		16			12		44	\$5,420	n/a	
Utility Coordination		4			12		12					28	\$4,040	n/a	
Cost Estimates		2			8							10	\$1,600	n/a	
Specifications Package		2			4		12				8	26	2,880	n/a	
Construction Observation		12			40							52	\$8,400	n/a	
TOTAL HOURLY TASKS												160	\$22,340		
Total Staff Hours		84	\$16,700.00	\$0.00	\$20,025.00	\$0.00	\$0.00	\$0.00	\$5,865.00	\$14,325.00	\$440.00	585	\$69,355.00		60
Total Staff Cost															

EXPENSES:
 Blueprints/Repros \$210
 Permit Fees TBD
 Travel \$220
 Equipment/Supplies \$0
 TOTAL EXPENSES \$430

EXPENSES:
 Blueprints/Repros \$210
 Permit Fees TBD
 Travel \$220
 Equipment/Supplies \$0
 TOTAL EXPENSES \$430

SALARY RELATED COSTS: (LUMP SUM FEE)
 \$47,015.00
SALARY RELATED COSTS: (BUDGETED AMOUNT FOR HOURLY TASKS)
 \$22,340.00
 \$430.00
\$69,785.00

SUBTOTAL DESIGN FEE:
 Field Inspector/Representative 0 \$90.00 / hour
 Junior Field Inspector 0 \$75.00 / hour
 3D Laser Scanning 0 \$160.00 / hour
SUBTOTAL Inspection/Survey FEE:
 Subconsultant:
 Subconsultant:
 Subconsultant:
GRAND TOTAL FEE:
\$69,785.00



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 Breikreuz, Council Member
Gary Jablonski, Council Member
Doug McKay, Council Member

Andrew D. Berns, Town Administrator
Keith M. Poliakoff, JD, Town Attorney
Russell Muñiz, MMC, Assistant Town Administrator
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: Clete Saunier, P.E.
Public Works Director

DATE: November 9, 2015

SUBJECT: FY 2015-2015 Budget Amendment for Town-wide Entranceway Signage

Recommendation

Consideration of approval of a budget amendment pertaining to Town-wide Entranceway Signage for Transportation improvements.

Strategic Priorities

E. Cultivate A Vibrant Community

Background

The Town has implemented a Town-wide Entranceway Signage program. Currently, four signs have been installed over the course of approximately two (2) fiscal years:

- 1. Griffin Road near SW 130th Avenue
- 2. Griffin Road near SW 148th Avenue
- 3. Griffin Road near SW 205th Avenue
- 4. Dykes Road near Sheridan Street

An additional sign (#5) will be installed shortly on SW 148th Avenue near Sheridan Street.

At this time, the Rural Public Arts Advisory Board would like to install four additional signs (#6-#9), as follows:

- 6. Griffin Road near Sheridan Street
- 7. Griffin Road near Dykes Road
- 8. SW 172nd Avenue near SW 68th Street
- 9. SW 185th Way near Sheridan Street

For FY 2016 the Town budgeted \$15,000 in total for Entranceway Signs. However, the cost for manufacturing the signs has increased. Solar lights were added to the project. Surveys are required in order to get permits from Broward County and South Florida Water Management District. The permits also require Maintenance of Traffic.

Town staff is also recommending completing two additional signs in FY 2016 to ensure the consistency of fabrication and adding a solar light to the existing unlit sign on Griffin Road near SW 130th Avenue.

Fiscal Impact/Analysis

If approved, a budget adjustment is necessary to increase Infrastructure – Town-wide Entranceway Signage from \$15,000 to \$48,000 in total (a \$33,000 increase) to cover the additional costs of fabricating the signs, surveys, permit fees, maintenance of traffic and solar lighting. Funding is proposed via a transfer from unassigned General Fund Fund Balance (reserves) to the Transportation fund as follows:

REVENUES:

GFd Appropriated Fund Balance 001-0000-399-39900	\$33,000
Trans Fd Tfr from General Fund 101-0000-381-38101	\$33,000

EXPENDITURES:

GFd Tfr to Transportation Fund 001-3900-581-91101	\$33,000
Trans Fd Infrastructure-Town-wide Entrance Signage 101-5100-541-63300	\$33,000

Staff Contact:

Clete Saunier, P.E. and Public Works Director
Martin Sherwood, Town Financial Administrator

RESOLUTION NO. 2016 - _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2015/2016 BUDGET FOR ENTRANCEWAY SIGNAGE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on September 29, 2015, pursuant to Ordinance No 2015-007, the Town Council approved and adopted the fiscal year 2015/2016 budget; and

WHEREAS, State law and the Town's Ordinance adopting the fiscal year 2015/2016 budget provides for the amendment of the approved and adopted budget Ordinance via a Resolution; and

WHEREAS, the Town of Southwest Ranches operates as a municipality within the State of Florida and is subject to the laws of the State of Florida related to Municipal Finance; and

WHEREAS, one such provision of law prohibits the expenditure of funds in excess of adopted appropriations; and

WHEREAS, additional funds are needed to increase scope of the Entranceway Signage program within the Transportation fund (Account # 101-5100-541-63300) via receipt of a transfer from the General Fund (Account #101-0000-381-38101); and

WHEREAS, additional funds are available in the unassigned General Fund Fund Balance (reserves) - Appropriated (Account # 001-0000-399-39900) requiring a transfer to the Transportation Fund (Account #001-3900-581-91101); and

WHEREAS, the Town Council has determined that it is desirable to amend the Fiscal Year 2015/2016 Adopted Budget to account for variances in desired expenditures.

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

Section 1: Recitals. The recitals above are true and correct and are incorporated herein by reference.

Section 2: Authorization. The Town Council hereby approves the budget amendment for the entranceway signage improvements in substantially the same form as that attached hereto as Exhibit "A".

Section 3: Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this ____ day of _____, 2015, on a motion by _____ and seconded by _____.

Nelson _____
McKay _____
Breitkreuz _____
Fisikelli _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Jeff Nelson, Mayor

Attest:

Russell Muniz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

Keith Poliakoff, Town Attorney

TOWN OF SOUTHWEST RANCHES, FLORIDA
BUDGET TRANSFER/APPROPRIATION **FISCAL YEAR 2016**

DEPARTMENT NAME Transportation Fund Document Number BD 16-

<i>TO//INCREASE</i>					
ACCOUNT NUMBER	OBJECT DESCRIPTION	ADD AMOUNT	CURRENT BUDGET	NEW BUDGET	
Revenues					
001-0000-399-39900	GFd Appropriated Fund Balance	\$33,000	\$256,500	\$289,500	
101-0000-381-38101	Trans Fd Tfr from General Fund	\$33,000	\$1,003,841	\$1,036,841	
Expenditures					
001-390-581-91101	GFd Tfr to Transportation Fund	\$33,000	\$1,003,841	\$1,036,841	
101-5100-541-63300	Infrastructure - TW Entranceway Signage	\$33,000	\$15,000	\$48,000	

<i>FROM/DECREASE</i>					
ACCOUNT NUMBER	OBJECT DESCRIPTION	MINUS AMOUNT	CURRENT BUDGET	NEW BUDGET	
				\$0	
				\$0	
				\$0	
				\$0	

JUSTIFICATION FOR TRANSFER REQUEST:
 Additional cost for permitting requirements / MOT / surveys / lighting.

WHY SURPLUS:
 N/A

REQUESTED BY: _____ **APPROVED BY:** _____
 (Department Head) (Town Financial Administrator/designee)

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

(954) 434-0008 Town Hall
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Town Council
Jeff Nelson, Mayor
Doug McKay, Vice Mayor
Steve Breitreuz, Council Member
Freddy Fisikelli, Council Member
Gary Jablonski, Council Member

Andrew D. Berns, 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: Russell Muñiz Assistant Town Administrator/Town Clerk

DATE: December 10, 2015

SUBJECT: Extension of Comprehensive Plan Advisory Board

Recommendation

This Resolution is necessary to extend the term of this Board's existence.

Background

Pursuant to the Town's adopted Advisory Committee/Board Policy, each of the established Advisory Boards and Committees sunsets after one year unless action is taken by the Town Council to extend them. This extension process includes restating the Board or Committee's scope, should the Council deem it appropriate, and appointing or re-appointing its members.

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

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RESOLUTION NO. 2016 - ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE COMPREHENSIVE PLAN ADVISORY BOARD (CPAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on March 8, 2001, the Town Council of the Town of Southwest Ranches, Florida adopted Resolution No. 2001-035, establishing a Comprehensive Plan Advisory Board; and

WHEREAS, on January 4, 2007, the Town Council of the Town of Southwest Ranches, Florida adopted Resolution No. 2007-023, establishing a Town Advisory Committee/Board Policy; and

WHEREAS, on December 31, 2015 the Comprehensive Plan Advisory Board is scheduled to sunset unless further action is taken by the Town Council; and

WHEREAS, the Town Council continues to see a need for the Comprehensive Plan Advisory Board; and

WHEREAS, in furtherance of the Town's adopted Advisory Committee/Board Policy, this Resolution is necessary to extend the Board's term, to redefine the Board's purpose and objectives, and to appoint or re-appoint the Board Members and Council Liaison.

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

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

Section 2. In furtherance of Resolution No. 2007-023, the Town Council hereby extends the term of the Comprehensive Plan Advisory Board for one (1) additional year.

Section 3. The Town Council hereby redefines the Comprehensive Plan Advisory Board's purpose and objectives as follows:

- i. To review and to provide input into the development of the Comprehensive Plan and to make recommendations to the Town Council.
- ii. To review and to provide input on any item, as may be specifically requested by the Town Council that may affect land use within the Town.
- iii. Board activities shall be accomplished in coordination with the Town Administrator. The Board shall submit, at a minimum, a quarterly report for review by the Town Administrator before presentation to the Town Council.

Section 4. All administrative and procedural requirements found in the Town’s adopted Advisory Committee/Board Policy shall remain in full force and effect.

Section 5. The Town Council is hereby authorized to administratively advise the Town Administrator of its appointment for this Board, which shall be announced at a public meeting, and may be modified from time to time.

Section 6. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this 10th day of December, 2015, on a motion by

_____ and seconded by _____.

Nelson	_____	Ayes	_____
McKay	_____	Nays	_____
Breitkreuz	_____	Absent	_____
Fisikelli	_____	Abstaining	_____
Jablonski	_____		

[Signatures on Following Page]

Jeff Nelson, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

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

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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
Doug McKay, Vice Mayor
Steve Breitreuz, Council Member
Freddy Fisikelli, Council Member
Gary Jablonski, Council Member

Andrew D. Berns, 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: Russell Muñiz, Assistant Town Administrator/Town Clerk

DATE: December 10, 2015

SUBJECT: Extension of Drainage and Infrastructure Advisory Board

Recommendation

This Resolution is necessary to extend the term of this Board's existence.

Background

Pursuant to the Town's adopted Advisory Committee/Board Policy, each of the established Advisory Boards and Committees sunsets after one year unless action is taken by the Town Council to extend them. This extension process includes restating the Board or Committee's scope, should the Council deem it appropriate, and appointing or re-appointing its members.

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

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RESOLUTION NO. 2016 - ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE DRAINAGE AND INFRASTRUCTURE ADVISORY BOARD (DIAB); RESTATING THE BOARD'S PURPOSE AND OBJECTIVES; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on May 9, 2002, the Town Council of the Town of Southwest Ranches, Florida adopted Resolution No. 2002-49, establishing a Fill and Drainage Advisory Board; and

WHEREAS, on January 4, 2007, the Town Council of the Town of Southwest Ranches, Florida adopted Resolution No. 2007-023, establishing a Town Advisory Committee/Board Policy; and

WHEREAS, on December 31, 2015, the Drainage and Infrastructure Advisory Board is scheduled to sunset unless further action is taken by the Town Council; and

WHEREAS, the Town continues to see a need for the Drainage and Infrastructure Advisory Board; and

WHEREAS, in furtherance of the Town's adopted Advisory Committee/Board Policy, this Resolution is necessary to extend the Board's term, to redefine the Board's purpose and objectives, and to appoint or re-appoint the Board Members and Council Liaison.

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

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

Section 2. In furtherance of Resolution No. 2007-023, the Town Council hereby extends the term of the Drainage and Infrastructure Advisory Board for one (1) additional year.

Section 3. The Town Council hereby redefines the Drainage and Infrastructure Advisory Board's purpose and objectives as follows:

- i. To provide input into the development of policies and procedures concerning filling, excavating, and clearing of lands within the Town.
- ii. To provide input into any necessary revisions related to the tertiary drainage plan and to provide input into the prioritization of necessary drainage improvements within the Town.
- iii. To provide input into the development of policies and procedures concerning the Town's infrastructure.
- iv. To solicit input from residents of the Town concerning drainage and other infrastructure-related improvements.
- v. Board activities shall be accomplished in coordination with the Town Administrator. The Board shall submit, at a minimum, a quarterly report for review by the Town Administrator before presentation to the Town Council.

Section 4. All administrative and procedural requirements found in the Town's adopted Advisory Committee/Board Policy shall remain in full force and effect.

Section 5. The Town Council is hereby authorized to administratively advise the Town Administrator of its appointment for this Board, which shall be announced at public meeting, and may be modified from time to time.

Section 6. This Resolution shall become effective immediately upon its adoption.

[Signatures on Following Page]

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

Ranches, Florida, this 10th day of December, 2015, on a motion by

_____ and seconded by _____.

Nelson _____
McKay _____
Breitkreuz _____
Fisikelli _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Jeff Nelson, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

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

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

(954) 434-0008 Town Hall
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Town Council
Jeff Nelson, Mayor
Doug McKay, Vice Mayor
Steve Breitreuz, Council Member
Freddy Fisikelli, Council Member
Gary Jablonski, Council Member

Andrew D. Berns, 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: Russell Muñiz, Assistant Town Administrator/Town Clerk
DATE: December 10, 2015
SUBJECT: Extension of Fire Advisory Board

Recommendation

This Resolution is necessary to extend the term of this Board's existence.

Background

Pursuant to the Town's adopted Advisory Committee/Board Policy, each of the established Advisory Boards and Committees sunsets after one year unless action is taken by the Town Council to extend them. This extension process includes restating the Board or Committee's scope, should the Council deem it appropriate, and appointing or re-appointing its members.

The Fire Advisory Board (FAB) shall meet as directed by the Town Council.

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

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RESOLUTION NO. 2016 - ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF FIRE ADVISORY BOARD (FAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on January 4, 2007, the Town Council of the Town of Southwest Ranches, Florida adopted Resolution No. 2007-023, establishing a Town Advisory Committee/Board Policy; and

WHEREAS, on August 9, 2012, the Town Council adopted Resolution 2012-64, establishing a Fire Advisory Board to advise on matters relating to the Town's Fire and EMS Services; and

WHEREAS, on December 31, 2015, the Fire Advisory Board is scheduled to sunset unless further action is taken by the Town Council; and

WHEREAS, the Town Council continues to see a need for the Fire Advisory Board; and

WHEREAS, in furtherance of the Town's adopted Advisory Committee/Board Policy, this Resolution is necessary to extend the Board's term, to redefine the Board's purpose and objectives, and to appoint or re-appoint the Board Members and Council Liaison.

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

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

Section 2. In furtherance of Resolution No. 2007-023, the Town Council hereby extends the term of the Fire Advisory Board for one (1) additional year.

Section 3. The Town Council hereby redefines the Fire Advisory Board's purpose and objectives as follows:

- i. To advise the Council of fire and ems related issues.
- ii. To analyze the needs of the Volunteer Fire Department.
- iii. To analyze the Volunteer Fire Department's use of funds.

- iv. The Town Staff Liaison shall serve as the conduit to provide the Fire Advisory Board with any information required to perform its services delineated herein.
- v. A Fire Advisory Board Member shall not hold themselves out, in anyway, as being on the Board of Directors of the Volunteer Fire Department, or as an agent of the Town.
- vi. The Fire Advisory Board shall meet as directed by the Town Council.

Section 4. All administrative and procedural requirements found in the Town's adopted Advisory Committee/Board Policy shall remain in full force and effect.

Section 5. The Town Council is hereby authorized to administratively advise the Town Administrator of its appointment for this Board, which shall be announced at a public meeting, and may be modified from time to time.

Section 4. Effective Date. This Resolution shall be effective immediately upon its passage.

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this 10th day of December, 2015, on a motion by .

_____ and seconded by _____.

[Signatures on Following Page]

Nelson _____
McKay _____
Breitkreuz _____
Fisikelli _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Jeff Nelson, Mayor

Attest:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

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

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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
Doug McKay, Vice Mayor
Steve Breitkreuz, Council Member
Freddy Fisikelli, Council Member
Gary Jablonski, Council Member

Andrew D. Berns, 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: Russell Muñiz, Assistant Town Administrator/Town Clerk

DATE: December 10, 2015

SUBJECT: Extension of Recreation, Forestry, and Natural Resources Advisory Board

Recommendation

This Resolution is necessary to extend the term of this Board's existence.

Background

Pursuant to the Town's adopted Advisory Committee/Board Policy, each of the established Advisory Boards and Committees sunsets after one year unless action is taken by the Town Council to extend them. This extension process includes restating the Board or Committee's scope, should the Council deem it appropriate, and appointing or re-appointing its members.

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

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RESOLUTION NO. 2016 - ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE RECREATION, FORESTRY, AND NATURAL RESOURCES ADVISORY BOARD (RFNRAB); RATIFYING THE BOARD'S PURPOSE AND OBJECTIVES; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 11, 2003, the Town Council approved Resolution No. 2004-20, establishing the Friends of the Parks Advisory Board; and

WHEREAS, on January 11, 2007, the Town Council approved Resolution No. 2007-023, changing the name of the Friends of the Parks Advisory Board to the Recreation, Forestry, and Natural Resources Advisory Board; and

WHEREAS, on January 4, 2007, the Town Council of the Town of Southwest Ranches, Florida adopted Resolution No. 2007-023, establishing a Town Advisory Committee/Board Policy; and

WHEREAS, on December 31, 2015, the Recreation, Forestry, and Natural Resources Advisory Board is scheduled to sunset unless further action is taken by the Town Council; and

WHEREAS, the Town Council continues to see a need for the Recreation, Forestry, and Natural Resources Advisory Board; and

WHEREAS, in furtherance of the Town's adopted Advisory Committee/Board Policy, this Resolution is necessary to extend the Board's term, to ratify the Board's purpose and objectives, and to appoint or re-appoint the Board Members and Council Liaison.

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

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

Section 2. In furtherance of Resolution No. 2007-023, the Town Council hereby extends the term of the Recreation, Forestry, and Natural Resources Advisory Board for one (1) additional year.

Section 3. The Town Council hereby ratifies the Recreation, Forestry, and Natural Resources Advisory Board's purpose and objectives as follows:

- i. To provide input into the coordination of plans for the acquisition, funding, design, development, operation, maintenance and regulation of parks within the Town.
- ii. To provide input into those multipurpose trails within the Town.
- iii. To provide input into matters of forestry and natural resources, including but not limited to: tree canopy maintenance, management, and protection; water conservation; preservation, and protection of the environment; and protection of wildlife.
- iv. To solicit input from residents of the Town concerning matters concerning recreational spaces, forestry, and natural resources.
- v. Board activities shall be accomplished in coordination with the Town Administrator. The Board shall submit, at a minimum, a quarterly report for review by the Town Administrator before presentation to the Town Council.

Section 4. All administrative and procedural requirements found in the Town's adopted Advisory Committee/Board Policy shall remain in full force and effect.

Section 5. The Town Council is hereby authorized to administratively advise the Town Administrator of its appointment for this Board, which shall be announced at a public meeting, and may be modified from time to time.

Section 6. This Resolution shall become effective immediately upon its adoption.

[Signatures on Following Page]

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

Ranches, Florida, this 10th day of December, 2015, on a motion by

_____ and seconded by _____.

Nelson _____
McKay _____
Breitkreuz _____
Fisikelli _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Jeff Nelson, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

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

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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
Doug McKay, Vice Mayor
Freddy Fisikelli, Council Member
Steve Breitzkreuz, Council Member
Gary Jablonski, Council Member

Andrew D. Berns, 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: Russell Muñiz, Assistant Town Administrator/Town Clerk

DATE: December 10, 2015

SUBJECT: Extension of Rural Public Arts and Design Advisory Board

Recommendation

This Resolution is necessary to extend the term of this Board's existence.

Background

Pursuant to the Town's adopted Advisory Committee/Board Policy, each of the established Advisory Boards and Committees sunsets after one year unless action is taken by the Town Council to extend them. This extension process includes restating the Board or Committee's scope, should the Council deem it appropriate, and appointing or re-appointing its members.

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

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RESOLUTION NO. 2016 – ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE RURAL PUBLIC ARTS AND DESIGN ADVISORY BOARD (RPADAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on February 13, 2003, the Town Council of the Town of Southwest Ranches, Florida adopted Resolution No. 2003-34, establishing a Rural Public Arts and Design Advisory Board; and

WHEREAS, on January 4, 2007, the Town Council adopted Resolution No. 2007-023, establishing a Town Advisory Committee/Board Policy; and

WHEREAS, on December 31, 2015, the Rural Public Arts and Design Advisory Board is scheduled to sunset unless further action is taken by the Town Council; and

WHEREAS, the Town Council continues to see a need for the Rural Public Arts and Design Advisory Board; and

WHEREAS, in furtherance of the Town's adopted Advisory Committee/Board Policy, this Resolution is necessary to extend the Board's term, to redefine the Board's purpose and objectives, and to appoint or re-appoint the Board Members and Council Liaison.

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

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

Section 2. In furtherance of Resolution No. 2007-023, the Town Council hereby extends the term of the Rural Public Arts and Design Advisory Board for one (1) additional year.

Section 3. The Town Council hereby redefines the Rural Public Arts and Design Advisory Board's purpose and objectives as follows:

- i. To provide input into the development of a rural sense of place including rural signage identification for the Town and review of public arts and design grants as they become available.
- ii. To review all public arts and design grant applications, to establish a review process to recommend vendors, to involve residents in the process, and to make recommendations to the Town Council.
- iii. Board activities shall be accomplished in coordination with the Town Administrator. The Board shall submit, at a minimum, a quarterly report for review by the Town Administrator before presentation to the Town Council.

Section 4. All administrative and procedural requirements found in the Town's adopted Advisory Committee/Board Policy shall remain in full force and effect.

Section 5. The Town Council is hereby authorized to administratively advise the Town Administrator of its appointment for this Board, which shall be announced at a public meeting, and may be modified from time to time.

Section 6. This Resolution shall become effective immediately upon its adoption.

[Signatures on Following Page]

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

Ranches, Florida, this 10th day of December, 2015, on a motion by _____

_____ and seconded by _____.

Nelson _____
McKay _____
Breitkreuz _____
Fisikelli _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Jeff Nelson, Mayor

ATTEST:

Russell C. Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

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

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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
Doug McKay, Vice Mayor
Steve Breitreuz, Council Member
Freddy Fisikelli, Council Member
Gary Jablonski, Council Member

Andrew D. Berns, 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: Russell Muñiz, Assistant Town Administrator/Town Clerk
DATE: December 10, 2015
SUBJECT: Extension of Schools and Education Advisory Board

Recommendation

This Resolution is necessary to extend the term of this Board's existence.

Background

Pursuant to the Town's adopted Advisory Committee/Board Policy, each of the established Advisory Boards and Committees sunsets after one year unless action is taken by the Town Council to extend them. This extension process includes restating the Board or Committee's scope, should the Council deem it appropriate, and appointing or re-appointing its members.

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

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RESOLUTION NO. 2016 - ____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, EXTENDING THE TERM OF THE SCHOOLS AND EDUCATION ADVISORY BOARD (SEAB); RESTATING THE BOARD'S SCOPE; AUTHORIZING TOWN COUNCIL MEMBERS TO ADMINISTRATIVELY APPOINT BOARD MEMBERS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on January 4, 2007, the Town Council of the Town of Southwest Ranches, Florida adopted Resolution No. 2007-023, establishing a Town Advisory Committee/Board Policy; and

WHEREAS, also on January 4, 2007, the Town Council adopted Resolution No. 2007-028, establishing a Schools and Education Advisory Board; and

WHEREAS, on December 31, 2015, the Schools and Education Advisory Board is scheduled to sunset unless further action is taken by the Town Council; and

WHEREAS, the Town Council continues to see a need for the Schools and Education Advisory Board; and

WHEREAS, in furtherance of the Town's adopted Advisory Committee/Board Policy, this Resolution is necessary to extend the Board's term, to redefine the Board's purpose and objectives, and to appoint or re-appoint the Board Members and Council Liaison.

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

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

Section 2. In furtherance of Resolution No. 2007-023, the Town Council hereby extends the term of the Schools and Education Advisory Board for one (1) additional year.

Section 3. The Town Council hereby redefines the Schools and Education Advisory Board's purpose and objectives as follows:

- i. To advise the Council of any school and educational issues related to the Town.
- ii. To regularly attend the necessary Broward County School Board and other school-related meetings to monitor issues affecting the residents of the Town.
- iii. To provide input regarding educational programs for the development of the students within the community.
- iv. To provide input into the development of policies, procedures, and programs concerning any school or educational issues concerning the Town.
- iii. To solicit and to obtain input from the residents of the Town concerning school-related or other education-related issues.
- iv. To develop, to implement, and to monitor, with the assistance of the Town Administrator, a Town educational scholarship fund.
- v. Board activities shall be accomplished in coordination with the Town Administrator. The Board shall submit, at a minimum, a quarterly report for review by the Town Administrator before presentation to the Town Council.

Section 4. All administrative and procedural requirements found in the Town's adopted Advisory Committee/Board Policy shall remain in full force and effect.

Section 5. The Town Council is hereby authorized to administratively advise the Town Administrator of its appointment for this Board, which shall be announced at a public meeting, and may be modified from time to time.

Section 6. This Resolution shall become effective immediately upon its adoption.

[Signatures on Following Page]

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

Ranches, Florida, this 10th day of December, 2015, on a motion by _____

_____ and seconded by _____.

Nelson _____
McKay _____
Breitkreuz _____
Fisikelli _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Jeff Nelson, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

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

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REGULAR MEETING MINUTES OF THE TOWN COUNCIL
Southwest Ranches, Florida

Thursday 7:00 PM

October 22, 2015

13400 Griffin Road

Present:

Mayor Jeff Nelson

Vice Mayor Freddy Fisikelli

Council Member Steve Breitreuz

Council Member Doug McKay

Andy Berns, Town Administrator

Keith Poliakoff, Town Attorney

Russell Muñiz, Assistant Town Administrator

Regular Meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Council Chambers. The meeting, having been properly noticed, was called to order by Mayor Nelson at 7:10 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

The following motion was made by Council Member McKay, seconded by Vice Mayor Fisikelli and passed by 4-0 roll call vote. The vote was as follows: Council Members Breitreuz, McKay, Vice Mayor Fisikelli, and Mayor Nelson voting Yes.

MOTION: TO EXCUSE THE ABSENCE OF COUNCIL MEMBER JABLONSKI.

3. Public Comment – The following members of the public addressed the Town Council: Barry Neunzig, John Eastman, Debbie Green, and Mary Gay Chaples.

4. Board Reports

Newell Hollingsworth, Chair of the Comprehensive Planning Advisory Board advised that the property owner most affected by the Employment Center land use designation met with the board and presented other issues that needed to be considered which necessitated the tabling of the item. He felt the item would be brought back to the Town Council next year.

5. Council Member Comments

Council Member Breitreuz, responding to criticism of Chief Bennett during the public comment section, felt that the comments were without merit and “out of order.” He spoke of the progress with the shades over the water equipment at Country Estates Park. He provided an update on the resident survey regarding the speed humps on 199th Avenue. Based on these results he advised that two speed humps would be removed. He asked that progress be made on having a farmers market on the Calusa Corners property.

Vice Mayor Fisikelli, speaking about the possible farmers market, believed that there was an opportunity to get fill brought to the site and have a pad built. He offered to use his own equipment to spread the fill as long as it was surveyed and staked out. The Town Council discussed different possibilities that had been proposed for the site over the years. Council Member Breitreuz opined that the farmers market was a logical proposal for the site.

Mayor Nelson echoed the sentiments of Council Member Breitkreuz as it related to Chief Bennett. He advised that while he welcomed public input, he warned that he will find speakers “out of order” and removed from Chambers if they make inappropriate or unacceptable comments. He asked that Captain Dale Engle make an announcement regarding a missing person.

Captain Engle advised that the personal vehicle of a person who was missing from Osceola County was found off of 172nd Avenue and SW 68th Street. He asked for the public’s assistance in helping to locate the gentleman.

6. Legal Comments

Town Attorney Poliakoff advised what transpired at the Conflict Resolution meeting with Pembroke Pines regarding the development of the Franklin Academy Charter School on Tuesday October 13th. He advised that the next step would be mediation and further advised that November 14th is the target date. He spoke of Pines demand for damages in this case and the Town’s request for documentation of the damages. To date, none had been provided and therefore the Town is unable to determine what the damage claim is for. Lastly, he advised that he, Town Administrator Berns, and Town Financial Administrator Sherwood met with an Ad Valorem expert to prepare for the CCA trial against Pembroke Pines.

7. Administration Comments

Town Administrator Berns congratulated Robert and Ivette Solera on 23 years of marriage.

- 8. Ordinance - First Reading - AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING THE TEXT OF THE FUTURE LAND USE ELEMENT OF THE TOWN OF SOUTHWEST RANCHES COMPREHENSIVE PLAN, ESTABLISHING AN EMPLOYMENT CENTER LAND USE DESIGNATION WITH SUPPORTING OBJECTIVES AND POLICIES, REVISING THE LISTS OF PERMITTED USES WITHIN NONRESIDENTIAL LAND USE DESIGNATIONS AND SUPPORTING OBJECTIVES AND POLICIES, AND MAKING REVISIONS OF A HOUSEKEEPING NATURE; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY; PROVIDING FOR RECERTIFICATION BY THE BROWARD COUNTY PLANNING COUNCIL; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE. {Tabled from the September 29, 2015 Town Council Meeting. Second Reading to be held at a later date – See accompanying LPA Resolution}**

The following motion was made by Council Member Breitkreuz, seconded by Council Member McKay and passed by 4-0 roll call vote. The vote was as follows: Council Members Breitkreuz, McKay, Vice Mayor Fisikelli, and Mayor Nelson voting Yes.

MOTION: TO TABLE THE ORDINANCE.

- 9. Resolution – A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE TOWN HOLIDAY SCHEDULE FOR THE CALENDAR YEAR 2016; AND PROVIDING AN EFFECTIVE DATE.**

The following motion was made by Council Member Breitkreuz, seconded by Council Member McKay and passed by 4-0 roll call vote. The vote was as follows: Council Members Breitkreuz, McKay, Vice Mayor Fisikelli, and Mayor Nelson voting Yes.

MOTION: TO APPROVE THE RESOLUTION.

- 10. Resolution** – A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE TOWN COUNCIL MEETING SCHEDULE FOR THE CALENDAR YEAR 2016; AND PROVIDING FOR AN EFFECTIVE DATE.

The following motion was made by Council Member Breitkreuz, seconded by Council Member McKay and passed by 4-0 roll call vote. The vote was as follows: Council Members Breitkreuz, McKay, Vice Mayor Fisikelli, and Mayor Nelson voting Yes.

MOTION: TO APPROVE THE RESOLUTION.

- 11. Approval of Minutes**
 - a. September 29, 2015, Second Budget Hearing**
 - b. September 29, 2015, Regular Town Council Meeting**

The following motion was made by Vice Mayor Fisikelli, seconded by Council Member Breitkreuz and passed by 4-0 roll call vote. The vote was as follows: Council Members Breitkreuz, McKay, Vice Mayor Fisikelli, and Mayor Nelson voting Yes.

MOTION: TO APPROVE THE MINUTES.

- 12. Resolution** - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, DESIGNATING MAYOR JEFF NELSON AS THE TOWN'S CORPORATE REPRESENTATIVE RELATING TO THE CHAPTER 164 DISPUTE RESOLUTION FILED BY THE CITY OF PEMBROKE PINES ON AUGUST 20, 2015; AUTHORIZING MAYOR NELSON TO NEGOTIATE A POTENTIAL RESOLUTION IN THIS MATTER IN GOOD FAITH; AUTHORIZING MAYOR NELSON TO SERVE AS THE TOWN'S CORPORATE REPRESENTATIVE AT MEDIATION; AUTHORIZING THE MAYOR AND TOWN ATTORNEY TO EXECUTE ANY AND ALL RELATED SETTLEMENT AGREEMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

The following motion was made by Council Member McKay, seconded by Vice Mayor Fisikelli and passed by 4-0 roll call vote. The vote was as follows: Council Members Breitkreuz, McKay, Vice Mayor Fisikelli, and Mayor Nelson voting Yes.

MOTION: TO APPROVE THE RESOLUTION.

- 13. Resolution** - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AUTHORIZING THE TOWN ATTORNEY TO MAKE AN IMMEDIATE OFFER OF JUDGMENT FOR ONE THOUSAND DOLLARS (\$1,000.00) IN THE EVENT THAT THE CITY OF PEMBROKE PINES FILES AN ACTION AGAINST THE TOWN RELATING TO

THE TOWN'S LEGAL OPPOSITION TO THE SITING OF THE FRANKLIN ACADEMY CHARTER SCHOOL; AND PROVIDING FOR AN EFFECTIVE DATE.

The following motion was made by Council Member McKay, seconded by Council Member Breitkreuz and passed by 4-0 roll call vote. The vote was as follows: Council Members Breitkreuz, McKay, Vice Mayor Fisikelli, and Mayor Nelson voting Yes.

MOTION: TO APPROVE THE RESOLUTION.

14. Adjournment – Meeting was adjourned at 8:06 p.m.

Respectfully submitted:

Russell Muñiz, MMC, Assistant Town Administrator/Town Clerk

*Adopted by the Town Council on
this 10th day of December, 2015.*

Jeff Nelson, Mayor

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 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.

REGULAR MEETING MINUTES OF THE TOWN COUNCIL
Southwest Ranches, Florida

Thursday 7:00 PM

November 12, 2015

13400 Griffin Road

Present:

Mayor Nelson

Vice Mayor Freddy Fisikelli

Council Member Steve Breitkreuz

Council Member Jablonski

Council Member Doug McKay

Andy Berns, Town Administrator

Richard DeWitt, Assistant Town Attorney

Russell Muñiz, Assistant Town Administrator

Regular Meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Council Chambers. The meeting, having been properly noticed, was called to order by Mayor Nelson at 7:12 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

3. Presentation – Matthew Cuoco – Eagle Scout

Matthew Cuoco explained his intention to build a walkway to the flagpole at the Equestrian Park.

4. Presentation – Troop 224

Penny Cuoco presented the Town with a plaque expressing appreciation for the Town's support.

5. Presentation – West Broward Lacrosse

Dan Cuoco – Varsity Lacrosse Coach for West Broward High, expressed gratitude for the Town's support in allowing his team to practice at the Equestrian Park.

6. Public Comment – The following members of the public addressed the Town Council: Carolyn Griffiths, Newell Hollingsworth, John Eastman, Debbie Green, and Aster Knight.

7. Board Reports

There were no Board reports.

8. Council Member Comments

Council Member Breitkreuz spoke about the upcoming Ride for the Ranches Classic Car Show on November 14th at the Rolling Oaks Barn.

Council Member McKay indicated that November was Veterans month and urged residents to place a green light in front of their homes to honor veterans. He hoped to promote this idea next year so that more residents would do the same. He also spoke about the upcoming Car Show and indicated that he would be in the "dunk tank" to help raise funding for the Parks Foundation.

Vice Mayor Fisikelli indicated that at the most recent MPO meeting TIGER Grants were discussed and there were some he wanted to pursue because they seem to favor "rural" areas. He indicated that a letter of support from the Town for MPO's initiative to increase the number of voting members was needed.

Council Member Jablonski indicated that the MPOs request for TIGER grant funding for the bike path along Griffin Road was rejected.

Mayor Nelson thanked staff for the efforts related to the Town Birthday Party celebration on November 7th. He felt the event was a big success.

9. Legal Comments

Assistant Town Attorney DeWitt offered no comments.

10. Administration Comments

Town Administrator Berns assured the residents and the Town Council that he would investigate the comments brought up during public comments. He spoke about the TIGER grant application submitted by the MPO which contained a request for the bike path along the western portion of Griffin Road. He thanked the Volunteer Fire Department, Davie Police, Bob Hartmann, George Morris, and staff for their efforts relative to the Town's Birthday Party held on November 7th. He advised that the guardrails on Stirling Road would be installed next week and the guardrails along Griffin Road would be installed in March 2016. Lastly, he advised that the Town of Southwest Ranches Family Fun Horse Show will be held at the Sunshine Ranches Equestrian Park on December 12th and thanked Jo Ann Hollingsworth for her leadership with this event.

11. Resolution - A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPOINTING COUNCIL MEMBER DOUG MCKAY AS THE NEW VICE MAYOR OF THE TOWN OF SOUTHWEST RANCHES; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Council Member Breitkreuz, seconded by Vice Mayor Fisikelli and passed by 5-0 roll call vote. The vote was as follows: Council Members Breitkreuz, Jablonski, McKay, Vice Mayor Fisikelli, and Mayor Nelson voting Yes.

MOTION: TO APPROVE DOUG MCKAY AS THE NEW VICE MAYOR AND APPROVE THE RESOLUTION.

12. Resolution – A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A YEAR END BUDGET ADJUSTMENT FOR THE FISCAL YEAR 2014/2015 BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.

The following motion was made by Council Member McKay, seconded by Council Member Jablonski and passed by 5-0 roll call vote. The vote was as follows: Council Members Breitkreuz, Jablonski, McKay, Vice Mayor Fisikelli, and Mayor Nelson voting Yes.

MOTION: TO APPROVE THE RESOLUTION.

13. Approval of Minutes
a. October 8, 2015, Regular Town Council Meeting

The following motion was made by Council Member McKay, seconded by Council Member Jablonski and passed by 5-0 roll call vote. The vote was as follows: Council Members Breitkreuz, Jablonski, McKay, Vice Mayor Fisikelli, and Mayor Nelson voting Yes.

MOTION: TO APPROVE THE MINUTES.

14. Adjournment – Meeting was adjourned at 7:52 p.m.

Respectfully submitted:

Russell Muñiz, MMC, Assistant Town Administrator/Town Clerk

*Adopted by the Town Council on
this 10th day of December, 2015.*

Jeff Nelson, Mayor

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 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.