



Southwest Ranches Town Council

REGULAR MEETING Agenda of March 10, 2016

Southwest Ranches Council Chambers
7:00 PM Thursday

13400 Griffin Road
Southwest Ranches, FL 33330

<u>Mayor</u>	<u>Town Council</u>	<u>Town Administrator</u>	<u>Town Attorney</u>
Jeff Nelson	Steve Breitzkreuz	Andrew D. Berns	Keith M. Poliakoff, J.D.
<u>Vice-Mayor</u>	Freddy Fisikelli	<u>Town Financial</u>	<u>Assistant Town</u>
Doug McKay	Gary Jablonski	<u>Administrator</u>	<u>Administrator/Town</u>
		Martin Sherwood, CPA	<u>Clerk</u>
		CGFO	Russell C. Muniz, 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. **Presentation to Juanita Romance**
4. **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.
5. **Board Reports**
6. **Council Member Comments**
7. **Legal Comments**
8. **Administration Comments**

Resolutions

9. **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, RECOGNIZING THE PLIGHT OF ROBERT LEVINSON AND DEMANDING HIS SWIFT AND SAFE RETURN TO HIS FAMILY; PROVIDING FOR AN EFFECTIVE DATE.**

Discussion

10. **Proposed FY 2016-2017 Budget Calendar**

11. Approval of Minutes

a. February 25, 2016 Regular Town Council Meeting

12. 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.



Town of Southwest Ranches
13400 Griffin Road
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(954) 434-0008 Town Hall
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Town Council
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Freddy Fisikelli, Council Member
Steve Breitkreuz, Council Member
Gary Jablonski, Council Member

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

COUNCIL MEMORANDUM

TO: Honorable Mayor Nelson and Town Council
VIA: Andrew D. Berns, Town Administrator
FROM: Russell Muñiz, Assistant Town Administrator/Town Clerk
DATE: 3/10/2016
SUBJECT: Demand for Swift Return of Robert Levinson

Recommendation

Town Council consideration to approve the resolution.

Strategic Priorities

A. Sound Governance

Background

Robert Levinson served as a special agent with the Federal Bureau of Investigation for twenty-two (22) years and with the United States Drug Enforcement Administration for six (6) years. He and his wife Christine Levinson reside and raised their children in the City of Coral Springs. Mr. Levinson was kidnapped in Iran on March 9, 2007.

Recently the U.S. Government was able to negotiate the release of several U.S. citizens held in Iran; curiously Mr. Levinson was not one of those released. The Town of Southwest Ranches joins with the City of Coral Springs to request that the U.S. Government continue and double their efforts in obtaining the release of Robert Levinson; and demands the Iranian Government to release Robert Levinson.

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

ATTACHMENTS:

Description	Upload Date	Type
Levinson Release Reso	3/4/2016	Resolution

RESOLUTION NO.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, RECOGNIZING THE PLIGHT OF ROBERT LEVINSON AND DEMANDING HIS SWIFT AND SAFE RETURN TO HIS FAMILY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Robert Levinson served as a special agent with the Federal Bureau of Investigation for twenty-two (22) years and with the United States Drug Enforcement Administration for six (6) years; and

WHEREAS, Robert Levinson rendered valuable public service to this nation before his retirement from the Federal Government; and

WHEREAS, Robert and Christine Levinson reside and raised their children in the City of Coral Springs; and

WHEREAS, Robert Levinson was kidnapped in Iran on March 9, 2007; and

WHEREAS, Robert Levinson's captivity is one of the longest in American history; and

WHEREAS, Robert Levinson's personal health has deteriorated in captivity due to his diabetic condition and the lack of access to proper medication to control that condition; and

WHEREAS, citizens of this great nation have worked tirelessly to acquire signatures on behalf of Robert Levinson to ensure that the Federal Government utilizes all of its diplomatic resources to secure his release and safe return to his family; and

WHEREAS, governmental as well as private organizations are actively working to bring Robert Levinson home; and

WHEREAS, recently the U.S. Government was able to negotiate the release of several U.S. citizens held in Iran; and

WHEREAS, the Town of Southwest Ranches joins with the City of Coral Springs and the other municipalities in Broward County, Florida, to request that the U.S. Government continue and double their efforts in obtaining the release of Robert Levinson; and

WHEREAS, the Town of Southwest Ranches calls upon the Iranian Government to immediately release Robert Levinson.

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. The Town of Southwest Ranches recognizes the plight of Robert Levinson and demands his swift and safe return to his family.

Section 3. The Town Clerk is authorized to transmit this Resolution to the appropriate Federal and State legislative members, the Governor of the State of Florida, the President of the United States, and to the City of Coral Springs.

Section 4. That 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 _____, _____ 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 Poliakoff, Town Attorney



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Russell Muniz, Assistant Town Administrator/Town Clerk
Martin D. Sherwood, CPA, CGMA, CGFO, Town Financial Administrator

COUNCIL MEMORANDUM

TO: Honorable Mayor Nelson and Town Council
VIA: Andrew Berns, Town Administrator
FROM: Martin Sherwood, Town Financial Administrator
DATE: 3/10/2016
SUBJECT: Proposed FY 2016-2017 Budget Calendar

Recommendation

It is recommended that the Town Council approve the FY 2016-2017 budget calendar, subject to comment and discussion (Attachment A).

Strategic Priorities

A. Sound Governance

Background

Budget preparation is designed to assist Town's Management in the development of short-term and long-term plans to meet policy and legal directives. Appropriately, the Town Council provides policy directives which are the principal focus of each budget process. Further, there is a need to recognize our residents, advisory boards, and commercial business concerns relative to the budget and obtain their input to the maximum extent feasible.

Fiscal Impact/Analysis

Budget preparation begins with the development of instructions and general policy directives to Departments as well as Advisory Board Liaisons. Documents and policies resulting from discussions are then presented to each department/advisory board liaison as a means of soliciting their identified needs and resources. Departments/advisory board liaisons are

ultimately responsible for identifying, researching, developing, and submitting requests for operating funds, any new programs, capital improvements, and personnel changes.

For the past four years, The Town of Southwest Ranches has developed operating costs based on a zero-based budget model. Departments are encouraged to review prior spending as a way of reminding themselves of on-going obligations. However, each request for funding must be accompanied by a detailed justification. Further, revenue projections must be accurate and reflect current economic conditions.

For Budget calendar FY 2016-2017 and similar to last fiscal year, it is proposed that during most of March and April thru May 6th, the Town Administrator and Town Financial Administrator meet individually with Town Council members to obtain policy direction. Also in March thru April, the funding recommendations are assembled, reviewed, and then eventually presented to the Town Administrator and Town Attorney in early May for further evaluation. Thereafter, during July the budget documents are assembled and prepared for distribution. Also, a Preliminary Millage Rate and the Initial Fire Protection and Solid Waste special assessment is adopted at the second July regular Council meeting.

During August, the Council will be updated, provide further direction on policy assumptions and modifications/revisions to program priorities during a public budget workshop (Tuesday, August 23th @ 7:00PM) that will also provide a forum for community input. The public is invited to attend and participate, but the meeting is not considered a formal public hearing. The budget workshop also provides an opportunity for the Town Council to seek clarification on proposed items, often from Department Directors/Staff, and to provide further policy direction to the Town Administrator and Town Financial Administrator.

It is important to note that several periods of revision may be required as the Broward Property Appraiser does not release certified rates until July 1 and the Florida Department of Revenue does not anticipate finalizing its projections until mid-June to late July.

Two Public Hearings are conducted to obtain further community comments. At the first Public Hearing (Wednesday, September 14th @ 6:00PM) for tentative millage and budget adoption, it is planned that the Town will continue to take advantage of the Broward Property Appraisers twenty day notice guarantee pertaining to our non-advalorem Fire Protection and Solid Waste special assessments and also adopt a final resolution pertaining to rate adjustments, as deemed necessary by our independent rate consultants. Please note that the first Public Hearing cannot be held prior to September 12th nor later than September 15th, 2016 per Florida Statutes.

In conformity with last year's budget calendar, the final budget and millage rate be adopted by ordinance at a second Public Hearing on Thursday, September 29 @ 6:00pm (one hour prior to the September regular Council meeting). At this meeting the budget document becomes the agreed resource allocation plan for the coming fiscal year. A summary budget document is adopted by the Town Council to provide appropriations to fund the budget allocation plan.

Staff Contact:

Martin Sherwood, Town Financial Administrator
Richard Strum, Controller

ATTACHMENTS:

Description	Upload Date	Type
FY 2016-2017 Council Proposed Budget Calendar-Attachment A	3/3/2016	Exhibit

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TOWN OF SOUTHWEST RANCHES, FL

Proposed Budget Calendar for FY 2016-2017 - ATTACHMENT A

Tuesday, February 02, 2016	Town Financial Administrator meets with Town Administrator for General Direction
Tuesday, February 02, 2016	Budget Kick-Off with Department Heads and Staff/Advisory Bd Liaisons
Thursday, March 10, 2016	Memo to Town Council- Proposed Budget Calendar for FY 2016-2017 presented at regular Council meeting
March 11th to May 6th, 2016	Town Administrator and Town Financial Administrator to meet individually with Town Council members to obtain policy direction
Friday, March 11, 2016	Department Descriptions, Accomplishments, Goals and Objectives Due from Department Heads
Friday, March 18, 2016	Departmental and Advisory Boards Capital Improvement (> \$24,999) and Program Modification Requests Due
Friday, March 25, 2016	Departmental and Advisory Boards operating and capital outlay (\$1,000 but < \$25,000) requests and justification due
Friday, April 01, 2016	Department Revenue Estimates Due from Department Heads
Wednesday, April 06, 2016	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Thursday, April 07, 2016	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, April 08, 2016	Departmental Meetings (9:30-11:00 am; 1:00-2:30PM; 3:00-4:30PM)
Friday, May 13, 2016	Town Financial Administrator meets with Town Administrator and Town Attorney (preliminary condition assessment/recommendations/modifications) - post council direction
Monday, May 16, 2016 to ongoing	Draft Proposed FY 2016-2017 Departmental Sectional worksheets Distributed
Wednesday, June 01, 2016	Estimated Tax roll information available from Property Appraiser
Monday, June 06, 2016	Comments/Corrections Due on Draft-Administrators/Attorney/Departments
Friday, July 01, 2016	Certified Taxable Values Received from Property Appraiser
Friday, July 15, 2016	Final Proposed Budget finished, printing begins & distribution commences
Thursday, July 28, 2016	Preliminary Millage Rate and Initial FY 2016-2017 Fire Protection and Solid Waste (SW) special assessment Adoption at July Regular Council Meeting (all via resolutions)
Tuesday, August 02, 2016	First Budget Hearing for Broward County School Board
Thursday, August 04, 2016	Deadline to send the Preliminary Millage Rate and Initial FY 2016-2017 Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
August	Notice for First Public Hearing through TRIM notice sent by Property Appraisers' office
Tuesday, August 23, 2016	Budget Workshop on Proposed Budget (7 PM)- Mayor and Town Council (Community Invited)
Thursday, August 25, 2016	August regular Council Meeting
Tuesday, September 13, 2016	Second Budget Hearing for Broward County School Board
Wednesday, September 14, 2016	First Public Hearing for Tentative Millage and Budget Adoption introduced for FY 2016-2017 (via ordinances). Final Fire Protection and SW special assessment Adoption (via resolutions) @ 6:00PM. September Regular Council meeting @ 7:30PM
Thursday, September 15, 2016	First Budget Hearing for Broward County Government
Thursday, September 15, 2016	Deadline to send the adopted Final Fire Protection and SW special assessment to the Broward County Property Appraiser Office and the Broward County Treasury Division
Tuesday, September 20, 2016	Deadline for Newspaper advertisement submission
Saturday, September 24, 2016	First Date: advertisement can run for second public hearing
Tuesday, September 27, 2016	Last Date: advertisement can run for second public hearing
Tuesday, September 27, 2016	Second Budget Hearing for Broward County Government
Thursday, September 29, 2016	Second Public Hearing for Final Millage and Budget Adoption (via ordinances) @ 6:00 PM. September Regular Council meeting @ 7:00PM

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COUNCIL MEMORANDUM

TO: Honorable Mayor Nelson and Town Council
VIA: Andrew D. Berns, Town Administrator
FROM: Russell Muñiz, Assistant Town Administrator/Town Clerk
DATE: 3/10/2016
SUBJECT: February 25, 2016 Regular Town Council Meeting

Recommendation

Town Council consideration for the approval of minutes.

Strategic Priorities

A. Sound Governance

Background

N/A

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

ATTACHMENTS:

Description	Upload Date	Type
February 25, 2016 Regular Meeting Minutes	3/4/2016	Minutes

REGULAR MEETING MINUTES OF THE TOWN COUNCIL
Southwest Ranches, Florida

Thursday 7:00 PM

February 25, 2016

13400 Griffin Road

Present:

Mayor Jeff Nelson

Vice Mayor Doug McKay

Council Member Steve Breitreuz

Council Member Freddy Fisikelli

Council Member Gary Jablonski

Andrew D. Berns, Town Administrator

Richard DeWitt, Assistant Town Attorney

Russell Muñiz, Assistant Town Administrator

Martin D. Sherwood, Town Financial 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 7:06 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

3. Public Comment – The following members of the public addressed the Town Council: Newell Hollingsworth and John Eastman.

4. Board Reports

None were presented.

5. Council Member Comments

Council Member Fisikelli, responding to comments made during Public Comment, indicated that maybe the bulk pickup schedule should be reexamined. He indicated that he gets bulk pickups from two different trucks routinely. He believed that the pickup starts at Sunshine Ranches and moves west. He expressed that Sunshine Ranches gets more pickups than the rest of the Town.

Council Member Breitreuz felt that the size of the three different zones needed to be looked at. He believed that service starts on the east side and then proceeds west. As the trucks move westbound they fill up somewhere around 198th Avenue or 202nd Avenue. Once filled they often do not return until the next day. He felt that the size of his bulk pickup zone might be the root cause and something that should be examined further. He took a moment to reflect on past meetings and the Public Comment section and how important it was to hold public meetings and listen to our residents.

Vice Mayor McKay spoke about his recent trip to Tallahassee for Broward Days. He thanked Aster Knight, for meeting him there. He spoke of Florida Representatives he met with and thanked while there for their efforts with the Town's requests for guardrails. He also asked to add a discussion item to be added to a future meeting regarding several vacant properties around Town and discuss what the Town Council's vision was for these sites.

Council Member Jablonski announced the upcoming Chili Cook Off on March 4th at the Equestrian Park. He also announced the Easter Egg Hunt to be held at Rolling Oaks Park on March 20th. He

also wished to add an item to a future meeting regarding the completion of the ballfields at Country Estates Park. He distributed copies of the cost estimates prepared by previous Town Engineer Clete Saunier. He believed that with current funds and additional grants the ballfields could be completed soon. He requested, and Council agreed, to direct staff for more exact costs for the ballfields.

Mayor Nelson agreed with Council Member Breitzkreuz regarding public input. He also looked forward to the Town Administrator's plan regarding bulk pickup.

6. Legal Comments

Assistant Town Attorney DeWitt indicated he had no comments.

7. Administration Comments

Town Administrator Berns indicated he would be analyzing bulk pickup further and would be looking at the numbers per zone to ascertain if the counts were higher than previously believed. He also spoke about an FDLE report received from Davie Police that he shared with Council that showed crime statistics in Florida. The report displayed year over year data for 2014 and 2015.

8. Approval of Minutes

a. January 28, 2016 Regular Town Council Meeting

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

MOTION: TO APPROVE THE MINUTES.

9. Adjournment – Meeting was adjourned at 7:30 p.m.

Respectfully submitted:

Russell Muñiz, MMC, Assistant Town Administrator/Town Clerk

*Adopted by the Town Council on
this 10th day of March, 2016.*

Jeff Nelson, Mayor

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