



# Southwest Ranches Town Council

## REGULAR MEETING

Agenda of June 28, 2018

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>
Doug McKay	Steve Breitzkreuz	Andrew D. Berns	Keith M. Poliakoff, J.D.
<u>Vice Mayor</u>	Gary Jablonski	<u>Town Financial</u>	<u>Assistant Town</u>
Freddy Fisikelli	Denise Schroeder	<u>Administrator</u>	<u>Administrator/Town Clerk</u>
		Martin Sherwood, CPA 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. 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.

**4. Board Reports**

**5. Council Member Comments**

**6. Legal Comments**

**7. Administration Comments**

**Resolutions**

**8. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2017/2018 BUDGET FOR EMERGENCY ROADWAY REPAIRS; APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2017/2018 BUDGET FOR TRAFFIC SIGNS; AND APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2017/2018 GENERAL FUND; AND PROVIDING FOR AN EFFECTIVE DATE.**

**9. Approval of Minutes**

**a. May 24, 2018 Workshop Meeting**

**b. June 14, 2018 Regular Meeting**

**10. 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**  
**Southwest Ranches, FL 33330-2628**

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

**Town Council**  
**Doug McKay, Mayor**  
**Freddy Fisikelli, Vice Mayor**  
**Steve Breitzkreuz, Council Member**  
**Gary Jablonski, Council Member**  
**Denise Schroeder, 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 McKay and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Rod Ley, Town Engineer  
**DATE:** 6/28/2018  
**SUBJECT:** Approving a Budget Adjustment for Emergency Roadway Repairs and Traffic Signs

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#### **Recommendation**

To place this item on the agenda for Council consideration and approval.

#### **Strategic Priorities**

A. Sound Governance

D. Improved Infrastructure

#### **Background**

A combination of factors has led to an increase in potholes throughout Southwest Ranches. This includes aging infrastructure, a more active rainy season than previous years, and damage incurred from debris trucks from Hurricane Irma. This has resulted in a need for additional funding for roadway repairs.

Additionally, there has been an increase in traffic control signs that are either damaged, missing, or vandalized resulting in the need for additional funding. There has also been an increase in the amount of replacement street sign blades throughout Southwest Ranches as well.

### **Fiscal Impact/Analysis**

The Town budgeted \$80,000 for emergency roadway repairs in the FY 2017/2018 adopted budget. A budget amendment in the amount of sixty thousand dollars and zero cents (\$60,000.00) is needed to increase the scope of the Road Materials – Gen. & Emergencies program within the Transportation fund (Account # 101-5100-541-53100) via receipt of a transfer of sixty thousand dollars and zero cents (\$60,000.00) from the General Fund (Account # 101-0000-381-38101).

The Town budgeted \$13,000 for traffic signs in the FY 2017/2018 adopted budget. A budget amendment in the amount of five thousand dollars and zero cents (\$5,000.00) is needed to increase the scope of the Traffic Signs program within the Transportation fund (Account # 101-5100-541-53200) via receipt of a transfer of five thousand dollars and zero cents (\$5,000.00) from the General Fund (Account # 101-0000-381-38101).

The additional funds are available by utilizing the Appropriated Fund Balance-Governmental (Account # 001-0000-399-39900) requiring a transfer to the Transportation Fund (Account # 001-3900-581-91101).

### **Staff Contact:**

Rod Ley, PE, LEED AP, CPESC, Town Engineer  
Phillip Chorath, Town Engineer I

### **ATTACHMENTS:**

Description	Upload Date	Type
Resolution	6/22/2018	Resolution

## **RESOLUTION 2018-05X**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2017/2018 BUDGET FOR EMERGENCY ROADWAY REPAIRS; APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2017/2018 BUDGET FOR TRAFFIC SIGNS; AND APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2017/2018 GENERAL FUND; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on September 28, 2017, pursuant to Ordinance No. 2017-015, the Town Council approved and adopted the fiscal year 2017/2018 budget; and

**WHEREAS**, State law and the Town's Ordinance adopting the fiscal year 2017/2018 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**, The Town budgeted eighty thousand dollars and zero cents (\$80,000.00) for emergency roadway repairs in the FY 2017/2018 adopted budget; and

**WHEREAS**, additional funds in the amount of sixty thousand dollars and zero cents (\$60,000.00) are needed to increase the scope of the Road Materials – Gen. & Emergencies program within the Transportation Fund (Account # 101-5100-541-53100) via receipt of a transfer from the General Fund (Account # 101-0000-381-38101); and

**WHEREAS**, The Town budgeted thirteen thousand dollars and zero cents (\$13,000.00) for traffic signs in the FY 2017/2018 adopted budget; and

**WHEREAS**, additional funds in the amount of five thousand dollars and zero cents (\$5,000.00) are needed to increase the scope of the Traffic Signs program within the Transportation Fund (Account # 101-5100-541-53200) via receipt of a transfer from the General Fund (Account # 101-0000-381-38101); and

**WHEREAS**, all the additional funds are available in the unassigned General Fund Fund Balance (reserves) – Appropriated (Account # 001-000-399-39900) 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 207/2018 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:** The recitals above are true and correct and are incorporated herein by reference.

**Section 2:** The Town Council hereby approves a budget amendment in the amount of sixty thousand dollars and zero cents (\$60,000.00) to increase the scope of the Road Materials – Gen. & Emergencies program within the Transportation Fund (Account # 101-5100-541-53100) via receipt of a transfer of sixty thousand dollars and zero cents (\$60,000.00) from the General Fund (Account # 101-0000-381-38101).

**Section 3:** The Town Council hereby approves a budget amendment in the amount of five thousand dollars and zero cents (\$5,000.00) to increase the scope of the Traffic Signs program within the Transportation fund (Account # 101-5100-541-53200) via receipt of a transfer of five thousand dollars and zero cents (\$5,000.00) from the General Fund (Account # 101-0000-381-38101).

**Section 4:** The Town Council hereby approves a budget amendment in the amount of sixty-five thousand dollars and zero cents (\$65,000.00) utilizing funds within the general funds fund balance appropriated (account #001-0000-399-39900) requiring a transfer to the transportation fund (account #001-3900-581-91101).

**Section 5:** Effective Date. 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 \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ on a motion

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

McKay \_\_\_\_\_  
Fisikelli \_\_\_\_\_  
Breitkreuz \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Schroeder \_\_\_\_\_

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

\_\_\_\_\_  
Doug McKay, Mayor

Attest:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney

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**WORKSHOP MEETING MINUTES OF THE TOWN COUNCIL**  
**Southwest Ranches, Florida**

Thursday 7:00 PM

May 24, 2018

13400 Griffin Road

Present:

Mayor Doug McKay

Vice Mayor Freddy Fisikelli

Council Member Breitreuz

Council Member Gary Jablonski

Council Member Denise Schroeder

Andy Berns, Town Administrator

Russell Muñiz, Assistant Town Administrator/Town Clerk

Martin D. Sherwood, Town Financial Administrator

James Brady, Deputy Town Attorney

Workshop Meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Grand Oaks Conference Room. The meeting, having been properly noticed, was called to order by Mayor McKay at 6:03 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

Town Attorney Poliakoff wished to discuss pending legal issues with the Town Council. Items discussed included the maintenance indemnification work (MIW) agreement process, the accessory building built at 5210 SW 130<sup>th</sup> Avenue, Stirling Road Right of Way, and potential nursery regulations centering on employee parking, fueling operations, and agricultural equipment. No formal action was taken.

**Adjournment** - Meeting was adjourned at 8:12 PM.

*Respectfully submitted:*

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*Russell Muñiz, Assistant Town Administrator/Town Clerk*

*Adopted by the Town Council on  
this 28<sup>th</sup> day of June, 2018.*

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*Doug McKay, Mayor*

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**REGULAR MEETING MINUTES OF THE TOWN COUNCIL**  
**Southwest Ranches, Florida**

Thursday 7:00 PM

June 14, 2018

13400 Griffin Road

Present:

Mayor Doug McKay

Vice Mayor Freddy Fisikelli

Council Member Breitkreuz

Council Member Gary Jablonski

Council Member Denise Schroeder

Andy Berns, Town Administrator

Russell Muñiz, Assistant Town Administrator/Town Clerk

Martin D. Sherwood, Town Financial Administrator

James Brady, Deputy Town Attorney

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 McKay at 6:59 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance which was led by Boy Scout Troop #224.

**3. Presentation - Southwest Ranches Parks Foundation Donation - Aster Knight**

Aster Knight, Chair of the Southwest Ranches Parks Foundation, announced that the Foundation is making a donation to the Town for the development of Frontier Trails Park and presented a check in the amount of \$30,000.

**4. Presentation - SEAB Scholarship Recipients**

Kathy Sullivan, Chair of the School Education Advisory Board, announced that 11 scholarship recipients would receive reimbursement for educational expenses. She announced each recipient and presented them with a certificate.

**5. Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended September 30, 2017**

Town Financial Administrator Martin Sherwood announced the Town's Comprehensive Annual Financial Report (CAFR) for fiscal year ended September 30, 2017 was completed and ready to be approved by the Town Council. He noted that the Town's independent auditor Marcum, LLP had issued a clean audit opinion. He introduced Beila Sherman of Marcum, LLP who confirmed that a clean audit opinion of the CAFR had been issued which was the highest assurance that could be provided that the Town's financials were being maintained and accounted for properly.

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

**MOTION: TO APPROVE THE FISCAL YEAR 2017 CAFR.**

Quasi-Judicial Hearings

**6.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING WAIVER OF PLAT APPLICATION NO. WP-21-18 TO SUBDIVIDE APPROXIMATELY 4.85 NET ACRES OF PROPERTY INTO TWO LOTS OF 2.85 AND 1.999 NET ACRES; GENERALLY LOCATED ON THE SOUTH SIDE OF STIRLING ROAD, APPROXIMATELY 500 FEET EAST OF HANCOCK ROAD; LEGALLY DESCRIBED AS THE EAST ONE-HALF OF TRACT 7, LESS THE NORTH 40 FEET FOR ROAD, IN SECTION 3, TOWNSHIP 51 SOUTH, RANGE 40 EAST, EVERGLADES SUGAR AND LAND COMPANY SUBDIVISION, AS RECORDED IN PLAT BOOK 2, PAGE 39 OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA, SAID LANDS NOW LYING, BEING AND SITUATE IN BROWARD COUNTY, FLORIDA; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO PROPERLY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

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

**MOTION: TO APPROVE THE RESOLUTION SUBJECT TO THE CONDITIONS AGREED TO.****7. Public Comment**

The following members of the public addressed the Town Council: Mike Hanley, David Kuczenski, and Francis Cordero.

**8. Board Reports**

None.

**9. Council Member Comments**

Responding to comments made during Public Comments, Council Member Breitkreuz was enthused by the concept of a Thanksgiving Day parade that would be organized largely by volunteers with support from the Town. He committed to making contact with Broward County Traffic staff to see what could be done about synchronizing the traffic lights along Griffin Road. He asked Town Administrator Berns to look into reports he's gotten about permit applicants being required to get approvals from regulatory agencies for minor permits. He asked that if there was any leeway not to require this it should be provided. He spoke of the recent passing of Plantation Council Member Jerry Fadgen and recounted his early memories of him.

Council Member Schroeder spoke of earlier parades that she participated and recounted the good memories she had. She suggested that the speakers meet with other HOAs and build a network of support for this idea. She announced that she had attended the Broward MPO meeting earlier in the day and indicated that Sun Pass was planning to provide free passage to disabled veterans. She also announced that the Park and Ride facility and the traffic light that was planned on Griffin Road was voted down by the membership.

Council Member Jablonski also expressed his support for the parade. He announced that the Summer Solstice would be held at Equestrian Park on June 21<sup>st</sup>. He further advised that the DMV FLOW mobile would be on hand June 28<sup>th</sup> to assist with drivers license issues, and on June 23<sup>rd</sup> the HAM Radio event would be held at the Equestrian Park. Lastly he indicated that the Town would be closed on July 4<sup>th</sup>, and the Household Hazardous Waste event would be held on the 14<sup>th</sup> of July at Rolling Oaks Park.

Mayor McKay thanked Davie Vice Mayor Bryan Caletka for his efforts in defeating the Park and Ride facility and the traffic light along Griffin Road. He also spoke of past parades and how much fun they were but cautioned that they were a lot of work.

## **10. Legal Comments**

Deputy Town Attorney Brady offered no comments.

## **11. Administration Comments**

Town Administrator Berns recognized Assistant Fire Chief Rudy Napolitano on behalf of Davie Fire Rescue for being named the State of Florida EMS Provider of the Year. He advised that the Town would be applying for a grant for a generator for the new fire station modular building. Mayor McKay inquired what the estimated completion date of the new modular building was. Town Administrator Berns responded 20-25 days. He thanked Council Member Schroeder for providing the information on the Sun Pass plan for free passage for disabled veterans. He sought input from Council on the challenges the Town is facing regarding swale damages related to solid waste collection and provided the Council with documentation explaining the challenges and indicated that a workshop on the issue may be warranted. Lastly, he asked for a moment of silence in recognition of the passing of Lance Warren.

## Resolutions

**12.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A CONTINUING SERVICES AGREEMENT WITH ALL WEBBS ENTERPRISES, INC. FOR THE INSTALLATION, TESTING, AND REPAIR OF THE TOWN'S FIRE PROTECTION WATER WELLS; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR AND TOWN ATTORNEY TO ENTER INTO THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

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

## **MOTION: TO APPROVE THE RESOLUTION.**

## Discussion

### **13. Cancellation of Town Utility Vehicle Purchase - Mayor McKay**

Mayor McKay advised that he asked for this item to be placed on the agenda Assistant Town Administrator/Town Clerk Muniz advised that the vehicle would be delivered on or before June 23, 2018.

- 14.** Approval of Minutes
- a. May 10, 2018 – Regular Meeting
  - b. May 24, 2018 – Regular Meeting

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

MOTION: TO APPROVE THE MINUTES.

- 15. Adjournment** - Meeting was adjourned at 8:12 PM.

*Respectfully submitted:*

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

*Adopted by the Town Council on  
this 28<sup>th</sup> day of June, 2018.*

\_\_\_\_\_  
*Doug McKay, Mayor*

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