



Southwest Ranches Town Council

REGULAR MEETING

Agenda of December 13, 2018

Southwest Ranches Council Chambers
7:00 PM Thursday

13400 Griffin Road
Southwest Ranches, FL 33330

<u>Mayor</u> Doug McKay	<u>Town Council</u> Freddy Fisikelli Bob Hartmann	<u>Town Administrator</u> Andrew D. Berns	<u>Town Attorney</u> Keith M. Poliakoff, J.D.
<u>Vice Mayor</u> Gary Jablonski	Denise Schroeder	<u>Town Financial Administrator</u> Martin Sherwood, CPA CGFO	<u>Assistant Town Administrator/Town Clerk</u> 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. **Southwest Ranches Certification as NWF Community Wildlife Habitat - Rose Bechard-Butman and Patrick Fitzgerald**
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**

Ordinance - 1st Reading

9. **AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ADOPTING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS FOR FISCAL YEARS 2019-2023 PURSUANT TO CHAPTER 163, FLORIDA STATUTES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

Resolutions

10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, REPEALING RESOLUTION NO. 2015-017 CONCERNING THE TOWN'S ADVISORY COMMITTEE/BOARD POLICY; CREATING A NEW TOWN ADVISORY COMMITTEE/BOARD POLICY; AUTHORIZING THE TOWN ADMINISTRATOR TO IMPLEMENT THE NEW POLICY; AND PROVIDING AN EFFECTIVE DATE.
17. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PIGGYBACK AGREEMENT WITH FLORIDA TECHNICAL CONSULTANTS, LLC FOR CONTINUING GIS CONSULTING SERVICES; AUTHORIZING THE

MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ISSUE A PURCHASE ORDER; AND PROVIDING FOR AN EFFECTIVE DATE.

- 18. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF FIFTY-THREE THOUSAND FIVE HUNDRED DOLLARS (\$53,500.00) TO RETAIN CRAVEN THOMPSON AND ASSOCIATES FOR SURVEYING SERVICES FOR THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) FUNDED GREEN MEADOWS DRAINAGE IMPROVEMENTS; AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.**
- 19. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF EIGHTY-ONE THOUSAND FIVE HUNDRED DOLLARS (\$81,500.00) TO RETAIN KEITH AND ASSOCIATES, INC. FOR PROFESSIONAL SERVICES FOR PHASE FIVE OF THE TRANSPORTATION SURFACE AND DRAINAGE ONGOING REHABILITATION (TSDOR) ROADWAY IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.**
- 20. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE FIRST MODIFICATION TO THE TOWN'S AGREEMENTS WITH WASTE PRO OF FLORIDA, INC. RELATING TO THE TOWN'S SOLID WASTE, RECYCLABLES, AND BULK WASTE COLLECTION, DISPOSAL, AND PROCESSING SERVICES (WASTE HAULING AND WASTE DISPOSAL AGREEMENTS); CLARIFYING THE AGREEMENT'S LANGUAGE; MODIFYING THE AGREEMENTS BASED UPON RENEGOTIATED TERMS; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ENTER INTO THE FIRST MODIFICATION TO THE AGREEMENTS; AND PROVIDING AN EFFECTIVE DATE.**

Discussion

- 21. Annual Review of Charter Officials**
- 22. Approval of Minutes**
 - a. September 27, 2018 Regular Meeting**
 - b. October 25, 2018 Regular Meeting**
- 23. 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
Gary Jablonski, Vice Mayor
Freddy Fisikelli, Council Member
Bob Hartmann, 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: Emily Aceti, Community Services Manager
DATE: 12/13/2018
SUBJECT: FY 2019-2023 FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS
UPDATE

Recommendation

Recommend that the Town Council adopt the updated FY 2019-2023 Five-Year Schedule of Capital Improvements.

Strategic Priorities

- A. Sound Governance
- B. Enhanced Resource Management

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. This concurs with the schedule adopted in the FY 2019 Town Budget.

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 Manager

Martin Sherwood, CPA, CGMA, CGFO, Town Financial Administrator

Mara Semper, Procurement and Budget Officer

ATTACHMENTS:

Description	Upload Date	Type
CIE-Update-Ordinance - TA Approved	11/30/2018	Ordinance
Exhibit A - CAPITAL IMPROVEMENT ELEMENT	12/6/2018	Backup Material
Exhibit B - Support Docs	12/6/2018	Backup Material

ORDINANCE 2019 -

AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ADOPTING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS FOR FISCAL YEARS 2019-2023 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 its Five-Year Schedule to 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 13, 2018 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 the 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 made a part hereof.

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 or this Ordinance.

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

PASSED ON FIRST READING this ____ day of December, 2018 on a motion made by _____ and seconded by _____.

PASSED ON SECOND READING this ____ day of _____, 2019 on a motion made by _____ and seconded by _____.

McKay _____
Jablonski _____
Fisikelli _____
Hartmann _____
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
115219121

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 City of Sunrise 10-Year Water Supply Facilities Work Plan (Amendment No. 15-1ESR, January 20, 2015), 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 (Amendment No. 15-1ESR, December 30, 2014) 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.

Five Year Capital Improvement Plan

All Funds Project Expenditure Summary FY 2018 – FY 2022

<u>Department Name</u>	<u>Project Name</u>	<u>FY 2018</u>	<u>-</u>	<u>FY 2019</u>	<u>-</u>	<u>FY 2020</u>	<u>-</u>	<u>FY 2021</u>	<u>-</u>	<u>FY 2022</u>	<u>-</u>	
<u>Public Safety/ General Fund & Capital Projects Fund</u>	Fire Wells Replacement and Installation	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	
	Fire Rescue Modular Facilities	<u>216,315</u>	<u>CIP-FB, GF-FB</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
	Emergency Operations Center	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,400,000</u>	<u>NF</u>	
	<u>=</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Townwide/Capital Projects Fund</u>	Town Hall Complex Safety, Lightning and Drainage Improvements	<u>12,500</u>	<u>CIP-FB</u>	<u>115,000</u>	<u>GF Tfr, CIP-FB</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
	<u>=</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Parks, Recreation & Open Space/ Capital Projects Fund</u>	Frontier Trails Conservation Area	<u>100,000</u>	<u>G, CIP-FB</u>	<u>100,000</u>	<u>NF</u>	<u>223,500</u>	<u>NF</u>	<u>689,650</u>	<u>NF</u>	<u>841,500</u>	<u>NF</u>	
	Calusa Corners Park	<u>50,000</u>	<u>G</u>	<u>296,000</u>	<u>NF</u>	<u>503,225</u>	<u>NF</u>	<u>195,500</u>	<u>NF</u>	<u>211,000</u>	<u>NF</u>	
	PROS Entranceway Signage	<u>15,000</u>	<u>GF Tfr</u>	<u>15,000</u>	<u>GF Tfr</u>	<u>15,000</u>	<u>GF Tfr</u>	<u>15,000</u>	<u>GF Tfr</u>	<u>15,000</u>	<u>GF Tfr</u>	
	Country Estates Park Perimeter Fencing Improvement	<u>10,700</u>	<u>GF Tfr</u>	<u>45,353</u>	<u>NF</u>	<u>25,553</u>	<u>NF</u>	<u>10,178</u>	<u>NF</u>	<u>29,378</u>	<u>NF</u>	
	Southwest Meadows Sanctuary Park	<u>211,095</u>	<u>NF</u>	<u>518,406</u>	<u>NF</u>	<u>518,406</u>	<u>NF</u>	<u>518,406</u>	<u>NF</u>	<u>518,406</u>	<u>NF</u>	

=	Sunshine Ranches Equestrian Park Playground Rehabilitation	25,700	NF	=	=	=	=	=	=	=	=	=
	=											=
<u>Public Works/ Engineering/ Transportation Fund</u>	Transportation Surface Drainage & Ongoing Rehab (TSDOR)	965,000	TFB,GF Tfr (mill=.3612)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	
	Drainage Improvement Projects	805,510	G, GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	
	Pavement Striping and Markers	20,000	GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	
	Guardrails Installation Project	10,000	TFB	100,000	NF	100,000	NF	100,000	NF	100,000	NF	
	SW 210 Terrace Roadway Improvement	150,000	NF	95,000	NF	704,500	NF	704,500	NF	=	=	
	Townwide Entranceway Signage	15,000	NF	15,000	NF	15,000	NF	15,000	NF	15,000	NF	
	Street Lighting	=	=	25,000	TFB	201,000	NF	196,000	NF	=	=	
	=											=
	<u>PROJECT TOTALS</u>	<u>\$2,636,820</u>		<u>\$1,999,759</u>		<u>\$2,981,184</u>		<u>\$3,119,234</u>		<u>\$7,805,284</u>		<u>\$1</u>

<u>Funding Source Code</u>	<u>Funding Source Name</u>
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<u>CIP-FB</u>	<u>Capital Projects Fund Fund Balance</u>
<u>DEBT</u>	<u>DEBT General Obligation or otherwise</u>
<u>FA</u>	<u>Fire Assessment</u>
<u>G</u>	<u>Grant Funding</u>
<u>GAS</u>	<u>Local Option Gas Taxes</u>
<u>GF-FB</u>	<u>General Fund Fund Balance</u>
<u>GF-Tfr</u>	<u>General Fund Transfer from Operating Revenues</u>
<u>NF</u>	<u>Not Funded</u>
<u>TFB</u>	<u>Transportation Fund Fund Balance</u>
<u>VFF-FB</u>	<u>Volunteer Fire Fund Fund Balance</u>

Five Year Capital Improvement Plan
All Funds Project Expenditure Summary FY 2019 - FY 2023

Department Name	Project Name	FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		Total
<u>Public Safety/ General Fund & Capital Projects Fund</u>	<u>Fire Station Alerting System</u>	<u>80,000</u>	<u>FA</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>80,000</u>
	<u>Fire Wells Replacement and Installation</u>	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	<u>150,000</u>
	<u>Public Safety-Fire Rescue Modular Facilities</u>	<u>160,000</u>	<u>GF-FB</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>160,000</u>
	<u>Volunteer Fire Rescue Extraction & Thermo Imaging Equipment</u>	<u>46,040</u>	<u>NF</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>46,040</u>
	<u>Emergency Operations Center</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,400,000</u>	<u>NF</u>	<u>5,400,000</u>
<u>Townwide /Capital Projects Fund</u>	<u>Town Hall Complex Safety, Drainage & Mitigation Improvements</u>	<u>5,000</u>	<u>CIP-FB</u>	<u>166,575</u>	<u>CIP-FB, G</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>171,575</u>
<u>Parks, Recreation & Open Space/ Capital Projects Fund</u>	<u>Frontier Trails Conservation Area</u>	<u>75,000</u>	<u>GF Tfr</u>	<u>125,000</u>	<u>NF</u>	<u>223,500</u>	<u>NF</u>	<u>689,650</u>	<u>NF</u>	<u>841,500</u>	<u>NF</u>	<u>1,954,650</u>
	<u>Country Estates Park</u>	<u>150,000</u>	<u>NF</u>	<u>175,000</u>	<u>NF</u>	<u>240,000</u>	<u>NF</u>	<u>229,575</u>	<u>NF</u>	<u>270,425</u>	<u>NF</u>	<u>1,065,000</u>
	<u>PROS Entranceway Signage</u>	<u>60,000</u>	<u>NF</u>	<u>40,000</u>	<u>NF</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100,000</u>
	<u>Calusa Corners Park</u>	<u>50,000</u>	<u>NF</u>	<u>296,000</u>	<u>NF</u>	<u>503,225</u>	<u>NF</u>	<u>195,500</u>	<u>NF</u>	<u>211,000</u>	<u>NF</u>	<u>1,255,725</u>
	<u>Country Estates Park Ballfield Improvement</u>	<u>31,726</u>	<u>NF</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>31,726</u>
	<u>Sunshine Ranches Equestrian Park Playground Rehabilitation</u>	<u>25,700</u>	<u>NF</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25,700</u>
	<u>Southwest Meadows Sanctuary Park</u>	<u>211,095</u>	<u>NF</u>	<u>518407</u>	<u>NF</u>	<u>518407</u>	<u>NF</u>	<u>518407</u>	<u>NF</u>	<u>518407</u>	<u>NF</u>	<u>2,284,723</u>

-												
<u>Public Works: Engineering/ Transportation Fund</u>	Drainage Improvement Projects	674,250	TFB,GF Tfr, G	485,000	GF Tfr, G	92,000	GF Tfr	92,000	GF Tfr	138,000	GF Tfr	1,481,250
	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	450,000	GF Tfr (mill=.3342)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	2,430,000
	Pavement Striping and Markers	26,735	NF	33,265	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	210,000
	Guardrails Installation Project	440,000	NF	390,000	NF	205,000	NF	205,000	NF	-	-	1,240,000
	SW 210 Terrace Roadway Improvement	150,000	NF	95,000	NF	704,500	NF	704,500	NF	-	-	1,654,000
	Townwide Entranceway Signage	10,000	NF	10,000	NF	10,000	NF	10,000	NF	-	-	40,000
	Street Lighting	-	-	25,000	TFB	201,000	NF	196,000	NF	-	-	422,000
	<u>PROJECT TOTALS</u>		<u>\$2,675,546</u>		<u>\$2,884,247</u>		<u>\$3,272,632</u>		<u>\$3,415,632</u>		<u>\$7,954,332</u>	<u>\$20,202,389</u>

<u>Funding Source Code</u>	<u>Funding Source Name</u>
<u>CIP-FB</u>	<u>Capital Projects Fund Fund Balance</u>
<u>DEBT</u>	<u>DEBT-General Obligation or otherwise</u>
<u>FA</u>	<u>Fire Assessment</u>
<u>G</u>	<u>Grant Funding</u>
<u>GAS</u>	<u>Local Option Gas Taxes</u>
<u>GF-FB</u>	<u>General Fund Fund Balance</u>
<u>GF Tfr</u>	<u>General Fund Transfer from Operating Revenues</u>
<u>NF</u>	<u>Not Funded</u>
<u>TFB</u>	<u>Transportation Fund Fund Balance</u>

PROPOSED FY 2018-2019 ANNUAL UPDATE TO CIE

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 (2018-2023): 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 2018/19 – 2022/23
- * Broward County MPO Cost Feasible Long-Range Transportation Plan 2035
- *FDOT Adopted Work Program FY 2018/19 – 2022/23

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 August 27, 2008 Sunrise 10-Year Water Supply Facilities Work Plan is 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 2018/19 – 2022/23 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 2018/19 – 2022/23 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)

Five Year Capital Improvement Plan

All Funds Project Expenditure Summary FY 2018 – FY 2022

Department Name	Project Name	FY 2018	-	FY 2019	-	FY 2020	-	FY 2021	-	FY 2022	-	Total
Public Safety/ General Fund & Capital Projects Fund	Fire Wells Replacement and Installation	30,000	FA	30,000	FA	30,000	FA	30,000	FA	30,000	FA	150,000
	Fire Rescue Modular Facilities	216,315	CIP-FB, GF-FB	-	-	-	-	-	-	-	-	216,315
	Emergency Operations Center	-	-	-	-	-	-	-	-	5,400,000	NF	5,400,000
	-	-	-	-	-	-	-	-	-	-	-	-
Townwide/Capital Projects Fund	Town Hall Complex Safety, Lightning and Drainage Improvements	12,500	CIP-FB	115,000	GF Tfr, CIP-FB	-	-	-	-	-	-	127,500
	-	-	-	-	-	-	-	-	-	-	-	-
Parks, Recreation & Open Space/ Capital Projects Fund	Frontier Trails Conservation Area	100,000	G, CIP-FB	100,000	NF	223,500	NF	689,650	NF	841,500	NF	1,954,650
	Calusa Corners Park	50,000	G	296,000	NF	503,225	NF	195,500	NF	211,000	NF	1,255,725
	PROS Entranceway Signage	15,000	GF Tfr	15,000	GF Tfr	15,000	GF Tfr	15,000	GF Tfr	15,000	GF Tfr	75,000
	Country Estates Park Perimeter Fencing Improvement	10,700	GF Tfr	45,353	NF	25,553	NF	10,178	NF	29,378	NF	121,162
	Southwest Meadows Sanctuary Park	211,095	NF	518,406	NF	518,406	NF	518,406	NF	518,406	NF	2,284,719
	Sunshine Ranches Equestrian Park Playground Rehabilitation	25,700	NF	-	-	-	-	-	-	-	-	25,700
	-	-	-	-	-	-	-	-	-	-	-	-

Public Works: Engineering/ Transportation Fund	Transportation Surface Drainage & Ongoing Rehab (TSDOR)	965,000	TFB, GF Tfr (mill=.3612)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	2,945,000
	Drainage Improvement Projects	805,510	G, GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	100,000	GF Tfr	1,205,510
	Pavement Striping and Markers	20,000	GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	220,000
	Guardrails Installation Project	10,000	TFB	100,000	NF	100,000	NF	100,000	NF	100,000	NF	410,000
	SW 210 Terrace Roadway Improvement	150,000	NF	95,000	NF	704,500	NF	704,500	NF	-	-	1,654,000
	Townwide Entranceway Signage	15,000	NF	15,000	NF	15,000	NF	15,000	NF	15,000	NF	75,000
	Street Lighting	-	-	25,000	TFB	201,000	NF	196,000	NF	-	-	422,000
	-	-	-	-	-	-	-	-	-	-	-	-
	PROJECT TOTALS	\$2,636,820		\$1,999,759		\$2,981,184		\$3,119,234		\$7,805,284		\$18,542,281

Funding Source Code	Funding Source Name
CIP-FB	Capital Projects Fund Fund Balance
DEBT	DEBT-General Obligation or otherwise
FA	Fire Assessment
G	Grant Funding
GAS	Local Option Gas Taxes

GF-FB	General Fund Fund Balance
GF-Tfr	General Fund Transfer from Operating Revenues
NE	Not Funded
TFB	Transportation Fund Fund Balance
VFF-FB	Volunteer Fire Fund Fund Balance

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.

Five Year Capital Improvement Plan – All Funds Funding Source Summary FY 2018 – FY 2022

-	Source Name	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
CIP-FB	Capital Projects Fund Fund Balance	204,030	16,575	-	-	-	220,605
DEBT	DEBT-General Obligation or otherwise	-	-	-	-	-	-
FA	Fire Assessment	30,000	30,000	30,000	30,000	30,000	150,000
G	Grant Funding	620,000	-	-	-	-	620,000
GAS	Local Option Gas Taxes	-	25,000	25,000	25,000	25,000	100,000
GF-FB	General Fund Fund Balance	44,785	-	-	-	-	44,785
GF Tr	General Fund Transfer from Operating Revenues	831,210	733,425	635,000	635,000	635,000	3,469,635
NF	Not Funded	401,795	1,169,759	2,291,184	2,429,234	7,115,284	13,407,256
TFB	Transportation Fund Fund Balance	505,000	25,000	-	-	-	530,000
VFF-FB	Volunteer Fire Fund Fund Balance	-	-	-	-	-	-
		-	-	-	-	-	-
Totals		2,636,820	1,999,759	2,981,184	3,119,234	7,805,284	18,542,281

Five Year Capital Improvement Plan
All Funds Project Expenditure Summary FY 2019 - FY 2023

Department Name	Project Name	FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		Total
Public Safety/ General Fund & Capital Projects Fund	<u>Fire Station Alerting System</u>	<u>80,000</u>	<u>FA</u>	<u>-</u>		<u>-</u>		<u>-</u>		<u>-</u>		<u>80,000</u>
	<u>Fire Wells Replacement and Installation</u>	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	<u>30,000</u>	<u>FA</u>	<u>150,000</u>
	<u>Public Safety-Fire Rescue Modular Facilities</u>	<u>160,000</u>	<u>GF-FB</u>	<u>-</u>		<u>-</u>		<u>-</u>		<u>-</u>		<u>160,000</u>
	<u>Volunteer Fire Rescue Extraction & Thermo Imaging Equipment</u>	<u>46,040</u>	<u>NF</u>	<u>-</u>		<u>-</u>		<u>-</u>		<u>-</u>		<u>46,040</u>
	<u>Emergency Operations Center</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,400,000</u>	<u>NF</u>	<u>5,400,000</u>
Townwide /Capital Projects Fund	<u>Town Hall Complex Safety, Drainage & Mitigation Improvements</u>	<u>5,000</u>	<u>CIP-FB</u>	<u>166,575</u>	<u>CIP-FB, G</u>	<u>-</u>		<u>-</u>		<u>-</u>		<u>171,575</u>
Parks, Recreation & Open Space/ Capital Projects Fund	<u>Frontier Trails Conservation Area</u>	<u>75,000</u>	<u>GF Tfr</u>	<u>125,000</u>	<u>NF</u>	<u>223,500</u>	<u>NF</u>	<u>689,650</u>	<u>NF</u>	<u>841,500</u>	<u>NF</u>	<u>1,954,650</u>
	<u>Country Estates Park</u>	<u>150,000</u>	<u>NF</u>	<u>175,000</u>	<u>NF</u>	<u>240,000</u>	<u>NF</u>	<u>229,575</u>	<u>NF</u>	<u>270,425</u>	<u>NF</u>	<u>1,065,000</u>
	<u>PROS Entranceway Signage</u>	<u>60,000</u>	<u>NF</u>	<u>40,000</u>	<u>NF</u>	<u>-</u>		<u>-</u>		<u>-</u>		<u>100,000</u>
	<u>Calusa Corners Park</u>	<u>50,000</u>	<u>NF</u>	<u>296,000</u>	<u>NF</u>	<u>503,225</u>	<u>NF</u>	<u>195,500</u>	<u>NF</u>	<u>211,000</u>	<u>NF</u>	<u>1,255,725</u>
	<u>Country Estates Park Ballfield Improvement</u>	<u>31,726</u>	<u>NF</u>	<u>-</u>		<u>-</u>		<u>-</u>		<u>-</u>		<u>31,726</u>
	<u>Sunshine Ranches Equestrian Park Playground Rehabilitation</u>	<u>25,700</u>	<u>NF</u>	<u>-</u>		<u>-</u>		<u>-</u>		<u>-</u>		<u>25,700</u>

-	Southwest Meadows Sanctuary Park	211,095	NF	518407	NF	518407	NF	518407	NF	518407	NF	2,284,723
-												
Public Works: Engineering/ Transportation Fund	Drainage Improvement Projects	674,250	TFB,GF Tfr, G	485,000	GF Tfr, G	92,000	GF Tfr	92,000	GF Tfr	138,000	GF Tfr	1,481,250
	Transportation Surface Drainage & Ongoing Rehabilitation (TSDOR)	450,000	GF Tfr (mill=.3342)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	495,000	GF Tfr (mill=TBD)	2,430,000
	Pavement Striping and Markers	26,735	NF	33,265	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	50,000	GAS, GF Tfr	210,000
	Guardrails Installation Project	440,000	NF	390,000	NF	205,000	NF	205,000	NF	-	-	1,240,000
	SW 210 Terrace Roadway Improvement	150,000	NF	95,000	NF	704,500	NF	704,500	NF	-	-	1,654,000
	Townwide Entranceway Signage	10,000	NF	10,000	NF	10,000	NF	10,000	NF	-	-	40,000
	Street Lighting	-	-	25,000	TFB	201,000	NF	196,000	NF	-	-	422,000
	PROJECT TOTALS		\$2,675,546		\$2,884,247		\$3,272,632		\$3,415,632		\$7,954,332	\$20,202,389

<u>Funding Source Code</u>	<u>Funding Source Name</u>
<u>CIP-FB</u>	<u>Capital Projects Fund Fund Balance</u>
<u>DEBT</u>	<u>DEBT-General Obligation or otherwise</u>
<u>FA</u>	<u>Fire Assessment</u>
<u>G</u>	<u>Grant Funding</u>
<u>GAS</u>	<u>Local Option Gas Taxes</u>
<u>GF-FB</u>	<u>General Fund Fund Balance</u>
<u>GF Tfr</u>	<u>General Fund Transfer from Operating Revenues</u>
<u>NF</u>	<u>Not Funded</u>
<u>TFB</u>	<u>Transportation Fund Fund Balance</u>

Source: Town of Southwest Ranches, Florida Adopted FY 2019 Budget

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.



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: Russell Muñoz Assistant Town Administrator/Town Clerk
DATE: 12/13/2018
SUBJECT: CPAB Renewal

Recommendation

Motion to approve the resolution.

Strategic Priorities

A. Sound Governance

E. Cultivate a Vibrant Community

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.

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

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñoz, Assistant Town Administrator/Town Clerk

ATTACHMENTS:

Description

CPAB Renewal - TA Approved

Comp Plan Spreadsheet

Upload Date

11/30/2018

12/5/2018

Type

Resolution

Backup Material

RESOLUTION NO. 2019 - ____

**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, 2018 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 13th day of December, 2018, on a motion by

_____ and seconded by _____.

McKay _____
Jablonski _____
Fisikelli _____
Hartmann _____
Schroeder _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

[Signatures on Following Page]

Doug McKay, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

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

115218870

[illegible]



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: Russell Muñiz, Assistant Town Administrator/Town Clerk
DATE: 12/13/2018
SUBJECT: DIAB Renewal

Recommendation

Motion to approve the resolution.

Strategic Priorities

- A. Sound Governance
- E. Cultivate a Vibrant Community

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.

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

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

ATTACHMENTS:

Description	Upload Date	Type
DIAB Renewal - TA Approved	11/30/2018	Resolution
DIAB Spreadsheet	12/5/2018	Backup Material

RESOLUTION NO. 2019 - ____

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, 2018, 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 13th day of December, 2018, on a motion by

_____ and seconded by _____.

McKay _____
Jablonski _____
Fisikelli _____
Hartmann _____
Schroeder _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Doug McKay, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

Keith M. Poliakoff, J.D., Town Attorney
115218943

[illegible]



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 Breitkreuz, 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: Russell Muñoz, Assistant Town Administrator/Town Clerk
DATE: 12/13/2018
SUBJECT: FAB Renewal

Recommendation

Motion to approve the resolution.

Strategic Priorities

- A. Sound Governance
- E. Cultivate a Vibrant Community

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.

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

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

ATTACHMENTS:

Description	Upload Date	Type
FAB Renewal - TA Approved	11/30/2018	Resolution
FAB Spreadsheet	12/5/2018	Backup Material

RESOLUTION NO. 2019 - ____

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, 2018, 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 13th day of December, 2018, on a motion by

_____ and seconded by _____.

[Signatures on Following Page]

McKay _____
Jablonski _____
Fisikelli _____
Hartmann _____
Schroeder _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Doug McKay, Mayor

Attest:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

Keith M. Poliakoff, J.D., Town Attorney
115218878

[illegible]



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: Russell Muñiz, Assistant Town Administrator/Town Clerk
DATE: 12/13/2018
SUBJECT: RFNRAB Renewal

Recommendation

Motion to approve the resolution.

Strategic Priorities

- A. Sound Governance
- E. Cultivate a Vibrant Community

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.

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

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

ATTACHMENTS:

Description	Upload Date	Type
RFNRAB Renewal - TA Approved	11/30/2018	Resolution
Recreation Forestry Spreadsheet	12/5/2018	Backup Material

RESOLUTION NO. 2019 - ____

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, 2018, 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 13th day of December, 2018, on a motion by

_____ and seconded by _____.

McKay _____
Jablonski _____
Fisikelli _____
Hartmann _____
Schroeder _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Doug McKay, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

Keith M. Poliakoff, J.D., Town Attorney
115218885

Recreation, Forestry, and Natural Resources Advisory Board						
Name	Appointing Council Member	Staff Liaison	Council Liaison	# of Absences	# of Meetings Held	Interested
Debra Goff-Rose	Mayor McKay	December Lauretano-Haines	Vice Mayor Jablonski	2	6	Y
Karen Parkerson	Vice Mayor Jablonski			2	6	Y
Aster Knight	Council Member Fisikelli			1	6	Y
John Herring	Council Member Hartmann			2	6	N
Marie Nix	Council Member Schroeder			4	6	Y
At Large:						
Christine Brownlow				1	6	Y
Mary Gay Chaples				0	6	Y
Lana Eichel				4	6	Y
Debbie Green				0	6	Y
Nancy Hartmann				1	6	Y



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

(954) 434-0008 Town Hall
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Town Council
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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: Russell Muñiz, Assistant Town Administrator/Town Clerk
DATE: 12/13/2018
SUBJECT: RPADAB Renewal

Recommendation

Motion to approve the resolution.

Strategic Priorities

A. Sound Governance

E. Cultivate a Vibrant Community

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.

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

Fiscal Impact/Analysis

N/A

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

ATTACHMENTS:

Description	Upload Date	Type
RPADAB Renewal - TA Approved	11/30/2018	Resolution
Rural Public Arts Spreadsheet	12/5/2018	Backup Material

RESOLUTION NO. 2019 – ____

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, 2018, 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 13th day of December, 2018, on a motion by _____

_____ and seconded by _____.

McKay _____
Jablonski _____
Fisikelli _____
Hartmann _____
Schroeder _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Doug McKay, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

Keith M. Poliakoff, J.D., Town Attorney
115218926

[illegible]



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: Russell Muñiz, Assistant Town Administrator/Town Clerk
DATE: 12/13/2018
SUBJECT: SEAB Renewal

Recommendation

Motion to approve the resolution.

Strategic Priorities

- A. Sound Governance
- E. Cultivate a Vibrant Community

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

ATTACHMENTS:

Description	Upload Date	Type
SEAB Renewal - TA Approved	12/5/2018	Resolution
SEAB Spreadsheet	12/5/2018	Backup Material

RESOLUTION NO. 2019 - ____

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, 2018, 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 13th day of December, 2018, on a motion by

_____ and seconded by _____.

McKay _____
Jablonski _____
Fisikelli _____
Hartmann _____
Schroeder _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Doug McKay, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

Keith M. Poliakoff, J.D., Town Attorney
115218940

[illegible]



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
Gary Jablonski, Vice Mayor
Freddy Fisikelli, Council Member
Bob Hartmann, 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: Russell Muñiz, Assistant Town Administrator/Town Clerk
DATE: 12/13/2018
SUBJECT: New Advisory Board Policy

Recommendation

Town Council consideration for a motion to approve the resolution.

Unanimous Vote of the Town Council Required?

No

Strategic Priorities

- A. Sound Governance
- B. Enhanced Resource Management
- E. Cultivate a Vibrant Community

Background

The Town adopted a new Advisory Board policy in 2015 via resolution 2015-017 to replace the original policy adopted in 2007. This new proposed policy modifies board member responsibilities concerning attending meetings, offers cleanup language, and refines the application process.

Fiscal Impact/Analysis

None.

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk

ATTACHMENTS:

Description	Upload Date	Type
New Advisory Board Policy - TA Approved	12/6/2018	Resolution
Exhibit A - Advisory Board Policy	12/6/2018	Exhibit
Volunteer Application	12/6/2018	Backup Material
Waiver of Liability	12/6/2018	Backup Material

RESOLUTION 2019-XXX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, REPEALING RESOLUTION NO. 2015-017 CONCERNING THE TOWN'S ADVISORY COMMITTEE/BOARD POLICY; CREATING A NEW TOWN ADVISORY COMMITTEE/BOARD POLICY; AUTHORIZING THE TOWN ADMINISTRATOR TO IMPLEMENT THE NEW POLICY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 1.04 of the Town Charter, the Town Council has the ability to create selected committees and boards; and

WHEREAS, in response to the Town Council's desire for standard policies for the Town's various committees and boards, the Town Council adopted Resolution No. 2015-017 on December 11, 2014, which repealed and replaced the existing Town Advisory Committee/Board Policy, adopted via Resolution 2007-023 on January 4, 2007; and

WHEREAS, since adoption, the Town Council has determined that it is in the best interest of the Town to modify certain provisions within the policy, and as such the Town Council wishes to adopt a new policy.

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 Council hereby repeals Resolution No. 2015-017 in its entirety.

Section 3: The Town Council hereby adopts a new Town Advisory Committee/Board Policy, which is attached hereto, and is incorporated herein by reference, as Exhibit "A".

Section 3: The Town Council authorizes its Town Administrator to take any actions necessary to implement the new Town Advisory Committee/Board Policy.

Section 4: Effective Date. This Resolution shall be 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 _____.

McKay _____

Jablonski _____

Fisikelli _____

Hartmann _____

Schroeder _____

Ayes _____

Nays _____

Absent _____

Abstaining _____

Doug McKay, Mayor

ATTEST:

Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

Keith Poliakoff, J.D., Town Attorney

26786678.1

Town of Southwest Ranches Administrative Policies and Procedures

Advisory Boards and Committees

NOTE: The following policies and procedures apply to all Committees & Boards, hereafter referred to as “BOARD.” The name of “Committee” or Board” shall be chosen by the ~~Council,~~ and Council and holds no value or task to differentiate the two.

POLICY

- Advisory Boards and Committees are created by the Town Council and serve in an advisory capacity in designated areas of Council interest. They shall conduct research and discuss issues related to their Board's/Committee's scope, as set forth by Council and as may be amended from time to time.
- They are required to meet on a regular basis, prepare and follow an agenda, follow Robert's Rules of Order, maintain their own minutes, and to follow any additional policies and/or procedures listed below, or assigned by the Council.
- Advisory Boards and Committees shall, at a minimum, report quarterly-annual findings and recommendations at a regular meeting of the Town Council for consideration.
- Members of the Board shall operate within the "Florida Sunshine Rules Law", and in accordance with the State and County's Ethics Laws and the Town Charter as applicable, on all subject matters that are to be, are anticipated to be, or are within the scope of the BOARD that may be discussed in the future and voted on by the BOARD.*
- All BOARDS shall automatically sunset on December 31st of each calendar year after the date of creation or term extension unless approved otherwise by Resolution of the Town Council. The Town Council shall discuss the continuation or termination of all "ongoing" BOARDS at a Town Council meeting in December and pass a resolution on the same.
- This policy may be amended by Resolution of the Town Council at any time.

***NOTE:** The Town Attorney or designee shall provide an overview of the "Florida Sunshine Rules" at the first BOARD meeting, for any new BOARD members, or at the request of the Chair.

PROCEDURES

I. Creation of BOARDS

- a) If the Town Council determines a need for a specific Advisory Board or Committee, it may create such a BOARD by Resolution and majority approval of the Town Council.
- b) The Town Council shall then choose the BOARD's function/purpose, scope, name, creation & termination dates (at the Council's discretion, BOARDS may be designated as "on-going"), and, if applicable, the expected outcome of the BOARD's findings (report, recommendation, etc).
- b)c) The Town Clerk or designee shall send the resolution creating such BOARD to the State of Florida Commission on Ethics, and if required to the Broward County OIG, which will determine if the scope ~~foof~~ such BOARD warrants the filing of a Form 1 Financial Disclosure, as may be amended from time to time, or any other required disclosure form.

II. Appointment of BOARD Members

- a) BOARD members are to be selected, at least thirty (30) days after the effective date of the BOARD'S creation. This time shall serve to give the public adequate time in which to learn about the upcoming BOARD and to express their desire to serve.
- a)b) In order to be considered for appointment, interested residents must complete an Advisory Board Application which requires general and demographic information. In addition, a Southwest Ranches Volunteer Form must be completed. Such demographic information shall be disclosed to the State, if required.
- b)c) Each Council Member shall appoint one (1) member to each BOARD; ~~howeverhowever,~~ the Council may determine, at any time ~~and via Resolution~~, the need to appoint additional members "at large" from the Town's Advisory Board ~~and Committee~~ Application pool. Additional members shall be appointed such that the total number of BOARD members does not exceed nine (9) and remains an odd number.
- e)d) Council Members may choose to change their appointment(s) at any time. If making any changes, the Council Member must first provide adequate notice to the Town Clerk. A discussion item will be placed on the agenda. The new appointment must be stated at a public meeting.
- d)e) Newly elected or appointed Council Members may elect to make their own appointments to the BOARDS upon election or appointment. In order to determine this, the official(s) shall be provided with a list of the current BOARD members and the appointments made by the prior Council Member, within two weeks of election or appointment.
- e)f) BOARD appointments should preferably be made from the Town's Advisory Board ~~and Committee~~ Application pool. Should there be no interested or qualified applicants, Council may solicit appointees to fill vacancies.
- f)g) At any given time, BOARD members may not serve on more than 2 BOARDS at the same time. Once a BOARD has been terminated or completed, members may be appointed to another BOARD.

~~g~~h) _____ BOARD members shall be Town residents.

~~h~~i) BOARD members may NOT be members of the Town Council or Staff. However, the Town Council and/or Staff may attend or be appointed as non-voting members or liaisons in an advisory capacity.

~~i~~j) Each BOARD shall have a Council Member appointed by the Town Council as a Council Liaison and a staff member appointed as a Staff Liaison.

III. BOARD Member Positions and Duties

- a) The election of officers shall take place at the first meeting of each new term of the BOARD.
 - 1. A new BOARD will elect its officers at its first meeting and the Staff Liaison will preside over the meeting until the election is complete.
- b) The CHAIR is responsible for:
 - 1. Conducting the meeting (i.e.- keeping order, following the agenda, etc.)
 - 2. Preparing the agenda and disseminating through the Staff Liaison
- c) The VICE-CHAIR is responsible for:
 - 1. Performing the duties of the Chair in the Chair's absence. If the Chair knows ahead of time that he/she will be absent, the Chair is required to inform the Staff Liaison Vice-Chair. In the absence of the Chair, the Chair and Staff Liaison Vice-Chair shall determine who will create the agenda and disseminate it through the Staff Liaison to BOARD members for the Meeting.
- d) The SECRETARY is responsible for:
 - 1. The recordation and distribution of all meeting minutes. He/She will have two (2) weeks from the day of the meeting in which to type and to distribute a draft copy of the minutes to the BOARD members.
 - 2. Distributing the approved minutes to the Town Clerk and any other applicable parties within five (5) days of approval.
 - 3. Notifying the Town Clerk of the next two (2) meeting dates within three (3) days of their approval by the BOARD.
 - 4. Keeping all records in accordance with the "Public Records Laws."
- e) The TREASURER (if necessary) is responsible for:
 - 1. Maintenance of all funds allocated to the BOARD and keeping accurate records & receipts for all purchases and ~~sales.*sales.*~~
 - 2. Submitting a monthly report to the BOARD and to the Town Clerk within three (3) business days of the BOARD meeting.
- f) Members of the BOARD can be assigned to fact-finding-sub-committees if necessary. As a member of a ~~fact-finding~~fact-finding sub-committee members may meet and discuss the ~~fact finding~~fact-finding subject as determined by the committee. Members will follow all BOARD policies and procedures approved by the Town Council. Such meeting shall be noticed and subject to the Sunshine Law.
- g) The STAFF LIAISON is responsible for:
 - 1. Contacting all BOARD members to inform them of upcoming meetings, meeting changes, and what they will need to bring with them to the meeting.
 - 2. Providing technical expertise and direction to BOARDS and coordinating Town responses to BOARD inquiries.
 - 3. Providing materials necessary for the informed discussion of the items on the agenda.

4. Providing the Chair and the BOARD with any changes and administrative decisions that affect the work or progress of the BOARD.

**NOTE: Only Cash may be used for BOARD expenditures, unless otherwise noted by Town Council action. A special BOARD account or BOARD credit card may be set up by Town Administrator if directed so by Town Council. Revenues, however, may be received by the BOARD in cash, check, or money order. The money received by the BOARD must be turned into the Town for deposit by the 15th of each month, minus a set amount of petty cash (amount noted by Town Council within Resolution).*

IV. BOARD Member Attendance Policy

- a) Members of the BOARD MUST contact the assigned Staff Liaison in advance if the member is going to be absent from a meeting. The Board shall determine if the absence is ~~excusable,~~ ~~and excusable and~~ shall formally vote on the status of the absence at its BOARD meeting.
- a)b) The Staff Liaison will contact BOARD members prior to the meeting via email and or phone/text messages. It is the BOARD members responsibility to respond back within 24 hours to the Staff Liaison whether they will attend the meeting or not. If the BOARD member cannot attend, they must provide a reason for the absence so that the BOARD can vote on whether the absence should be excused.
- b)c) Any member of the BOARD that has three (3) unexcused absences from meetings shall be automatically removed from the BOARD. A letter from the Chair of the BOARD, through the Staff Liaison, will be sent to the removed BOARD Member, the appointing elected official(s), and the Town Clerk within five (5) days of removal.
- e)d) Once notified by the Chair, the appointing elected official(s) will then be responsible for appointing a BOARD replacement within two (2) Town Council meetings.
- d)e) Members of the BOARD who choose to no longer be a member of a ~~particular BOARD~~ ~~BOARD~~ are required to send a letter of resignation to be dismissed from the BOARD. The letter must be sent to the Chair of the BOARD, through the Staff Liaison, and to the Town Clerk.

V. BOARD Meeting Schedules and Locations

- a) Meetings may begin and end at any time the BOARD has determined by majority vote; however, meetings may not extend past 9:00PM unless unanimously approved by all BOARD members present.
- a)b) Meetings that have been scheduled, which have not obtained quorum twenty minutes after the scheduled start time shall be cancelled. The Staff Liaison will shall be ~~excused~~ excused, and the BOARD shall be dismissed. No BOARD business shall be discussed in accordance with the Sunshine Law.
- b)c) Per Florida Statutes all BOARD meetings, and Sub Committee meetings MUST be noticed by the Town. Therefore, BOARDS must have 'Meeting Dates' as an item on their agenda each month, unless meetings will be on a regular schedule (ex. First Wednesday of each month at 7:00 PM). It is the responsibility of the SECRETARY of the BOARD, through the Staff Liaison, to inform the Town Clerk of the next two (2) meeting dates within three (3) days of their approval by the BOARD.
- e)d) In order to prevent possible scheduling conflicts with other BOARDS' meetings, the CHAIR of the BOARD must make an effort to review the Town Calendar of Events and to avoid potential conflicts, if possible. The order of meeting priority shall be as follows:
 1. Town Council
 2. Town Administration

3. Town Boards
4. Town Service Groups (~~eg.e.g.~~ SWRVFD, Aster Knight Parks Foundation, etc.)
5. All Others

~~d)e)~~ BOARDS may NOT conflict with any Town Council Meetings, Special Meetings, or Workshops that are published on the Town's website or in the local newspaper. However, Town Council MAY schedule a Town Meeting, Special Meeting, or Workshop on the same date and time as a BOARD.

~~e)f)~~ BOARDS will meet at Town Hall unless Town Hall is unavailable or a special or temporary location is needed for a ~~particular meeting~~meeting.

~~f)g)~~ If Town Hall is unavailable or a special or temporary location is needed, the BOARD shall determine an alternate meeting location. The CHAIR is responsible for adequately notifying the Town Clerk, through the Staff Liaison, at least fifteen (15) days prior to the date of the meeting to ensure proper legal notification. The meeting location must comply with the American Disabilities Act, must allow for 'loud' speaking, and be convenient for attendees to sit, listen, and discuss.

~~g)h)~~ If a meeting is to be cancelled, the determination should be made no less than ~~forty-eight (48)~~ twenty-four (24) hours prior to the scheduled meeting; the Chair is required to inform the assigned Staff Liaison, who will notify all BOARD members, and the Town Clerk, who will provide proper public notice. The Town Clerk shall also inform the Town Administrator of the cancellation.

~~h)i)~~ Meeting location changes or cancellations must be kept to a minimum due to advertising costs, public attendance, and time constraints for posting signs. If a meeting must be moved or cancelled, the CHAIR, through the Staff Liaison, must ensure that signs are posted immediately at Town Hall on the front door. This sign must include new location address, time, or any other important notes. Directions should also be provided.

~~i)j)~~ Only the Chair, Vice-Chair (in the Chair's absence only), or Town Administrator can change the meeting location or cancel a meeting.; ~~however~~however, if there is no quorum, the Staff Liaison shall announce that the meeting has been cancelled due to a lack of quorum.

~~j)k)~~ The BOARD Chair shall be responsible for working with the Staff Liaison on making any calls, providing notices, or posting signs due to location change or cancellation.

VI. BOARD Operating Procedures

I. GENERAL GUIDELINES

Regular BOARD meetings are held according to an adopted schedule. Special meetings may be called by the Chair or Staff Liaison when needed for the transaction of business. Meetings can be held at different locations throughout the Town.

a) Sunshine Law

Florida Statute 286.011 requires that all meetings of any advisory BOARD at which official acts are to be taken be declared public meetings, open to the public at all times, and no rule or formal action shall be considered binding except as taken at or made at such meeting. Advisory BOARD members are not allowed to discuss topics that will come before, or may come before, the advisory BOARD unless the topic is discussed at a scheduled and posted advisory Board meeting.

When an advisory BOARD meeting is held, the meeting must be open to the public, reasonable notice of the meeting must be given, and minutes of the meeting must be taken. The Sunshine Law applies to any gathering, whether formal or casual, of two or more members of the same advisory BOARD to discuss some matter on which foreseeable action will be taken by the advisory BOARD. The Sunshine Law does not typically apply to discussions which concern matters that are not likely to come before the BOARD for its consideration.

A violation of the Sunshine Law may result in criminal or civil penalties to the violators and the validity of the actions taken in violation of the Sunshine Law are void.

b) Agenda

An agenda for all advisory BOARD meetings is to be prepared in advance of the meeting by the BOARD Chair and is generally available at least 48 hours before the meeting. The following are the types of advisory BOARD meetings that are scheduled:

Regular Meetings - items not specifically listed on the agenda may be discussed under "New Business", or "BOARD Member Comments."

Special Meetings - only items listed on the agenda may be discussed; action may be taken.

Workshop Meetings - only items listed on the agenda may be discussed; action may not be taken.

The proscribed format for agendas is as follows. Boards may reconfigure the elements to suit their respective needs but each of these elements must be included:



Day of Week
Month, Day, Year
7:00 pm

**Town of Southwest Ranches
Name of Advisory Board
Meeting Agenda**

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

Board Members

List Names Here

Council Liaison

List Name

Staff Liaison

- A. ROLL CALL**
- B. PLEDGE OF ALLEGIANCE**
- C. AGENDA AS FOLLOWS**
 - a. Excuse Absences**
 - b. Approval of Minutes**
- D. NEW BUSINESS**
- E. OLD BUSINESS**
- F. ITEMS FOR NEXT MEETING**
- G. BOARD MEMBER COMMENTS**
- H. STAFF COMMENTS**
- I. PUBLIC COMMENTS**
- J. 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 BOARD OR COMMITTEE 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.

c) Meeting Attendance

If an advisory BOARD member is unable to attend a meeting, s/he should notify the Staff Liaison no less than twenty-fours (24) prior to the meeting, if possible. If BOARD members are unable to continue to serve due to health, business requirements, or personal reasons, a formal letter of resignation must be submitted to the BOARD Chair and Town Clerk.

Any BOARD member may be removed for any reason by the Councilmember (or that Councilmember's successor) or group who made the appointment.

A BOARD member who has three unexcused absences, is automatically dismissed. If the Councilmember who appointed that person to the BOARD feels there were extenuating circumstances for the absences and that it is in the best interest of the Town that the person be reappointed, the Councilmember may reappoint that same person to the Board to complete the unexpired term of that BOARD/BOARD member's seat. The BOARD Staff Liaison is responsible for notifying the Town Clerk's Office for placement of the vacancy on a future Town Council agenda.

d) Quorum

Business may only take place at a meeting if a quorum of the BOARD is present. A quorum is a majority of the total number of appointed -BOARD members.

e) Minutes

A record of all BOARD meetings is kept by the Board Secretary. BOARD meetings may be recorded to facilitate the preparation of minutes. Minutes of all meetings are prepared and are the official record of the proceedings after review and approval by the BOARD. The approved meeting minutes shall be forwarded to the Town Clerk through the Staff Liaison. Action minutes, as shown below, shall be the format utilized by all BOARDS.

The proscribed format for minutes is as follows:



Town of Southwest Ranches (SAMPLE) Advisory Board Meeting Minutes

June 19, 2014⁸
7:00 PM

Town Hall
13400 Griffin Road

Call to Order 7:15 PM.

Roll Call

XX, Chair - Present
XX, Vice Chair - Present
XX, Recording Secretary – Present
XX, Member – Present
XX, Member – Absent

A Quorum was established.

Also Present: Council Member, Staff Member, etc.

Pledge of Allegiance

Motion: To adopt the May 2014⁸ meeting minutes as presented.

Result	1st	2nd	XX	XX	XX	XX	XX	<i>Passed</i>
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Motion: To....

Result	1st	2nd	XX	XX	XX	XX	XX	<i>Passed</i>
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Meeting Adjourned.

f) **Public Meetings vs. Public Hearings**

All Board meetings are open to the public (public meetings).

A public meeting is any meeting of a governmental body at which public business is discussed, decided or policy formulated and forwarded to the Town Council through the Staff Liaison.

A BOARD public hearing provides citizens the opportunity to express their position on a specific issue as mandated by either Florida Statutes or by order of the proper authority after due notice.

g) **ROLE OF THE CHAIR**

The Chair is the key to the proper functioning of a BOARD meeting. The Chair has the important responsibility of ensuring that the meetings operate efficiently and for maintaining the unity of the BOARD. Consequently, the election of the Chair should be viewed as an important BOARD task.

There are some general rules for an effective Chair:

1. The Chair must ensure that the meetings move along without ~~delay, but~~ delay but be fair and open enough to allow individuals to speak without being unfairly restricted or cut off in an arbitrary way.
2. The Chair should see that the BOARD considers the major issues and does not become sidetracked by insignificant concerns.
3. The Chair should attempt to educate the public as to the process and policies of the Town.
4. The Chair should attempt to bridge the differences that may exist among the opinions of the BOARD members in order to reach a consensus.
5. The Chair should be the last member to give his/her opinion after all others have spoken.
6. The Chair should be capable to represent the BOARD effectively to other groups.
7. The selection of a Vice-Chair is as equally ~~important~~ important, and this person should be an effective leader, since s/he will perform the Chair's duties in his/her absence.

h) **SUGGESTIONS FOR SPEAKERS**

1. Names and Addresses. All speakers should state their names and addresses for the record and are asked to complete a "Sign In" sheet if provided.
2. Questions. Questions for BOARD members and staff should be directed through the Chair rather than directly at the person.



Town of Southwest Ranches Volunteer Application Form

All volunteer service requires completion of this form. The Town at its sole discretion may also require the execution of a Volunteer Release and Waiver Form before providing volunteer services in certain circumstances. This form will remain on file with the Executive Assistant to the Town Administrator.

Name: _____

Address: _____

Phone #1: _____ Phone #2: _____ E-Mail: _____

Days/Hours Available: _____

Are you 18 years of age or over: Yes / No

Reason for volunteering: School Volunteer/ SEAB Scholarship/ Court Ordered Community Service/Other

Skills or Special Talents:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Equipment Operator | <input type="checkbox"/> Plumber: |
| <input type="checkbox"/> Administrative Support | <input type="checkbox"/> Architect | <input type="checkbox"/> Electrician: |
| <input type="checkbox"/> General Contractor | <input type="checkbox"/> Engineer | <input type="checkbox"/> Other: _____ |

Resources you possess/ have connections for/ are able to use for/ share with the Town:

Vehicles or Equipment, such as:

- | | |
|---|--|
| <input type="checkbox"/> Pickup, flatbed truck, trailer, etc. | <input type="checkbox"/> Chain saw, other hand tools |
| <input type="checkbox"/> Skidsteer, bobcat, bulldozer, etc. | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other: _____ | |

Emergency Contact: _____
Name Phone # Relationship

References: _____
Name Phone # Relationship

References: _____
Name Phone # Relationship

Volunteer Standards of Conduct Summary

I. Compensation

All Town volunteers agree that their services shall be considered voluntary in nature; and, as such, that no form of compensation shall be expected from the Town or any of its agents.

II. Conduct

All Town volunteers will conduct themselves in a proper and professional manner during their actual time of Volunteer services.

I, _____, do hereby swear and affirm that I will abide by the Town of Southwest Ranches Volunteer Standards of Conduct as summarized above and stated in full in the Town's Code.

Applicant Signature: _____

Date: _____

(Signature of Parent/Guardian if under 18)

COPY OF PHOTO ID



Town of Southwest Ranches
Event Participant/ Volunteer Release and Waiver of Liability

Release and Waiver of Liability

In consideration of allowing me to participate in the Town's Event and or Volunteer Program, I hereby remise, release, acquit, satisfy and forever discharge the Town, including any of its officers, employees, agents, or volunteers, of and from any and all manner of action and actions, cause and causes of action arising out of any occurrence wherein I am harmed or I harm others, proximately or otherwise, from or in connection with my volunteer service.

I agree that any liability of Town for personal injury to me or personal injury that I cause to others, in any way connected with my volunteer service to the Town shall be borne by me. I also agree to indemnify and hold the Town harmless against all liability for injury or damage to the Town property or any other property when such injury or damage shall result from, arise out of, or be attributable to my negligence, gross negligence, or intentional action.

I further agree not to represent myself as an officer, agent or employee of the Town of Southwest Ranches and to acknowledge that I am participating as a volunteer for the Town, as further defined in the Town's Code, on my own time and outside the scope of my employment, and that I am not entitled to any Town stipend, or fringe benefit. I further agree that any vehicle that I drive to, from or during a volunteer activity is not property of or an instrumentality of the Town but rather my own property. I acknowledge that the Town will not be responsible or liable for any personal injury or property damage caused in whole or in part to or by my personal vehicle.

I have read this Release and Wavier of liability form and fully understand its terms. I further understand that I have signed this form freely and without any inducement or assurance of any nature, and intend it to be a release of liability to the greatest extent permitted by law and agree that if any portion of this Release and Waiver is held to be invalid, the balance shall continue in full legal force and effect.

WITNESS

By: _____
Print Name

Print Name

Signature

Signature

Date

Date

IF UNDER THE AGE OF 18, A PARENT OR LEGAL GUARDIAN MUST SIGN BELOW TO AUTHORIZE THIS RELEASE:

By: _____
Print Parent/Legal Guardian Name Above)

Signature

Date



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

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

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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: Russell Muñiz, Assistant Town Administrator/Town Clerk
DATE: 12/13/2018
SUBJECT: Piggyback of GIS Services - FTC LLC

Recommendation

Town Council consideration for a motion to approve this resolution.

Unanimous Vote of the Town Council Required?

No

Strategic Priorities

- A. Sound Governance
- B. Enhanced Resource Management

Background

In November 2016, via Resolution 2017-015 the Town acquired Geographic Information System (GIS) software from ESRI to develop an in-house GIS system capable of mapping capital projects, and other Town initiatives. The intent was for current staff to develop these mapping layers.

While some layers have been developed by staff and others provided by Broward County, maintenance of these layers and the development of new ones places excessive demand on staff time. To develop layers quickly enough to keep up with demand from the public and Council priority, the need for a GIS Technician or consultant was identified and placed in the FY 2019 budget.

Efforts to hire a part-time employee within the budgeted allowance yielded insufficient results. The Town of Davie, and other government agencies, utilize Florida Technical Consultants (FTC),LLC to perform continuing GIS Consulting Services. The Town's procurement code allows the Town to piggyback to piggyback off of the procured pricing with Davie.

Fiscal Impact/Analysis

The estimated expense is not to exceed \$20,000 for FY 2019 in accordance with the adopted budget program modification from account # 001-1800-512-34100. Funding has been earmarked from Building Technology Fund Balance received from the imposition of building permit fees and designated specifically for this purpose.

Staff Contact:

Russell Muñiz, Assistant Town Administrator/Town Clerk
Rod Ley, Town Engineer

ATTACHMENTS:

Description	Upload Date	Type
FTC LLC GIS Reso - TA Approved	12/3/2018	Resolution
2016-287 Davie Piigyback Reso	12/3/2018	Backup Material
2017-023 Davie Piggyback Reso	12/3/2018	Backup Material
Reference Questions - Cooper City	12/3/2018	Backup Material
Reference Questions - SMRU	12/3/2018	Backup Material
Reference Questions - Town of Davie	12/3/2018	Backup Material

RESOLUTION NO. 2019 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PIGGYBACK AGREEMENT WITH FLORIDA TECHNICAL CONSULTANTS, LLC FOR CONTINUING GIS CONSULTING SERVICES; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ISSUE A PURCHASE ORDER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town budgeted \$20,000 for a GIS Technician in the Fiscal Year 2018-2019 Professional Services Expenditures (001-1800-512-34100); and

WHEREAS, on August 15, 2016 the Town of Davie issued RFP #B-16-168 for Continuing GIS Consulting Services for an annual contract for the furnishing and installation of pavement marking as needed; and

WHEREAS, on October 6, 2016 the Town of Davie received two (2) responses; and

WHEREAS, after reviewing the bids, it was determined that Florida Technical Consultants, LLC (FTC) was the lowest responsive and responsible bidder that met the requirements of the Request for Proposals (RFP); and

WHEREAS, on December 7, 2016 the Town of Davie entered into an agreement with FTC; and

WHEREAS, the bid and agreement, as well as the Town's Procurement Code, allows the Town to piggyback off of its procured pricing; and

WHEREAS, the project includes, but is not limited to, the furnishing of future GIS layers requested by Town Council and staff and, general oversight of the Town's GIS database; and

WHEREAS, the estimated expense for FY 2018-2019 is \$20,000 of which the funding is earmarked from technology reserves accrued from the imposition of building permit fees, and designated specifically for this purpose; and

WHEREAS, it has been determined to be in the public's best interest to award this work to FTC; and

WHEREAS, the Town of Southwest Ranches desires to issue a Purchase Order under the terms and conditions set forth hereinafter.

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 Council hereby approves a Purchase Order in an amount not to exceed Twenty Thousand Dollars and Zero Cents (\$20,000.00) for FTC LLC to provide continuing GIS services to the Town, as outlined in RFP #B-16-168, in accordance with the terms and conditions contained within the procurement attached hereto as Exhibit "A", which is incorporated herein by reference.

Section 3. The Town Council hereby authorizes the Mayor, Town Administrator, and Town Attorney to issue a Purchase Order, as outlined in RFP #B-16-168 attached hereto as Exhibit "A," and to make such modifications, additions, and/or deletions which they deem necessary and proper to effectuate the intent of this Resolution.

Section 4. That this Resolution shall become effective immediately upon its adoption.

[Signatures On Next Page]

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

Ranches, Florida, this 13th day of December, 2018 on a motion by

_____ and seconded by _____.

McKay _____
Jablonski _____
Fisikelli _____
Hartmann _____
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
115218952

RESOLUTION NO. R-2016-287

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE TOP RANKED FLORIDA TECHNICALS CONSULTANTS, LLC. IN ACCORDANCE WITH RFP# B-16-168 TO CONTINUING GIS CONSULTING SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.

WHEREAS, the Town solicited RFP# B-16-168 Continuing GIS Consulting Services; and

WHEREAS, the selection committee has selected Florida Technical Consultants, LLC. as the company best suited to provide the required services; and

WHEREAS, it is in the Town's best interest to negotiate a contract for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of Florida Technical Consultants, LLC. as the company best qualified to provide the required services and authorizes the Town Administrator or his designee to negotiate an agreement for such services and present that contract for approval at a future meeting date.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 7th DAY OF December, 2016.



MAYOR/COUNCILMEMBER

ATTEST:



TOWN CLERK

APPROVED THIS 7th DAY OF December, 2016.



TOWN OF DAVIE PROCUREMENT AUTHORIZATION FORM

ITEM DESCRIPTION (include what the item is used for, reason for bidding, expiration date of existing contract, etc.)

GIS services for water and sewer line locations and fire hydrant mapping. Having accurate locations of the distribution and collection systems will reduce man hours/cost to locate said infrastructure and decrease

response time during emergencies such as water main breaks and/or force main breaks. The IT Department is in support of this project

METHOD OF PROCUREMENT (mark the one that applies)

- ☒ Open Competitive Bidding ☐ Sole Source ☐ Single Source ☐ Co-Op Bid Number _____
- ☐ Piggyback on Contract Number (including name of entity) _____
- ☐ Request for Proposal/Qualification ☐ Reverse Bid ☐ Forfeiture Purchase

ACCOUNT NUMBER 400.60.100.536-53107

APPROXIMATE COST \$30,000 (FY 17) *

Signed and Date:

[Signature]
Department Director

Don BAYLEN
Print Name

TOWN ADMINISTRATOR AND BUDGET/FINANCE DEPT. USE ONLY. DO NOT WRITE BELOW THIS LINE.

Funds pre-encumbered by requisition number: N/A

*(FY17)

Sign and Date

[Signature]

Procurement Manager

Approved for Availability of Funds:

Sign and Date

WMC 8-24-11
Budget/Finance Director or Designee

Sign and Date by Town Administrator

[Signature]

9/9/16

BIDS SUBMITTED

Vendor

Cost/Ranking

#1 Florida Technical Consultants
#2 Calvin Giordano & Associates

Bid # / Title:

Resolution.#

Signed

[Signature]
Procurement Manager

STAFF RECOMMENDATION/COMMENTS

Vendor

Cost

SUN-SENTINEL
Published Daily
Fort Lauderdale, Broward County, Florida
Boca Raton, Palm Beach County, Florida
Miami, Miami-Dade County, Florida

STATE OF FLORIDA

COUNTY OF: BROWARD/PALM BEACH/MIAMI-DADE

Before the undersigned authority personally appeared

MARK KUZNITZ, who on oath says that he or she is a duly authorized representative of the SUN-SENTINEL, a DAILY newspaper published in BROWARD/PALM BEACH/MIAMI-DADE County, Florida; that the attached copy of advertisement, being a Legal Notice in:

The matter of 11700-Advertisement for Bids

Town of Davie
Continuing GIS Consulting Services

Was published in said newspaper in the issues of; Sep 21, 2016

4466568

Affiant further says that the said SUN-SENTINEL is a newspaper published in said BROWARD/PALM BEACH/MIAMI-DADE County, Florida, and that the said newspaper has heretofore been continuously published in said BROWARD/PALM BEACH/MIAMI-DADE County, Florida, each day and has been entered as second class matter at the post office in BROWARD County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised, any person, firm or corporation, any discount, rebate, commission or refund, for the purpose of securing this advertisement for publication in the said newspaper.

Mark Kuznitz

Signature of Affiant

Sworn to and subscribed before me this: September 21, 2016.

Marcia Ingrid Smith

Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped
Personally Known (X) or Produced Identification ()

TOWN OF DAVIE
RFP NO. B-16-168

Continuing GIS Consulting Services
Dear Potential Respondent:
The Town of Davie, Florida invites qualified contractors to submit responses in accordance with the requirements stated herein no later than 2:00 PM EST Thursday, October 6, 2016, for RFP No. B-16-168 Continuing GIS Services. Interested firms may secure the solicitation package and all other pertinent information by visiting http://www.davie-fl.gov/Pages/DavieFL_BidsAndRFP/ or at DemandStar.com.

The Town of Davie, FL is seeking proposals from qualified proposers to perform the required services for the City in full accordance with the scope of services, terms and conditions contained herein. The selection of the successful respondent(s) shall be at the Town's discretion and shall be made in a prompt manner after the receipt and evaluation of all RFP responses.

Questions regarding this solicitation shall be submitted in writing to purchasing@davie-fl.gov no later than 5:00 PM on Monday, October 3, 2016. Responses to those questions considered material to the solicitation will be made available as formal addenda to the Town's Purchasing Website and DemandStar.com. It is the responsibility of prospective respondents to ensure they are aware of all addenda issued relative to this solicitation.

Respondents shall submit One (1) original complete proposal package, Three (3) duplicate copies of said package and One (1) flash drive or CD copy, to the Town of Davie Budget and Finance / Purchasing Division - Attention: Purchasing Manager, Brian K. O'Connor, 6591 Orange Drive, Davie, FL 33314 on or before the due date stipulated above. All packages shall be clearly marked "RFP No. B-16-168 Continuing GIS Services". The Town will not be responsible in the event the U.S. Postal Service or any other courier system fails to deliver any package by the above referenced deadline. Late submissions shall not be accepted.

RFP responses will be publicly opened and firm names read aloud in the Town Hall Council Chambers on the due date/time noted above. The Town of Davie reserves the right to reject any and all submissions, to waive any and all irregularities in any submission, and to make awards in the best interest of the Town.

/s/ Brian K. O'Connor
Procurement Manager
Town of Davie

Pursuant to Florida Statutes 119.071, sealed bids, proposals or replies by an agency pursuant to a competitive solicitation are exempt from inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after the opening of the bids, proposals, or final replies, whichever is earlier.
9/21/2016

BID OPENING REPORT

BID NAME: Continuing G/S Services

TIME: 2:13 pm

BID NUMBER: B-16-168

DATE: 10.11.16

ESTIMATED COST: _____

NO. CONTRACTOR'S NAME BID AMOUNT COMMERCIAL RANKING

1.	Calvin Giordano		
2.	FL Technical Con.		
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

REMARKS

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH ALL THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION.

PURCHASING OFFICIAL: [Signature]

DATE: 10.11.16

WITNESS: Angela Sulecias

DATE: 10.11.16

REVIEW COMMITTEE EVALUATION SUMMARY SHEET

RFP B-16- 168 Continuing GIS Services

Reviewer Number	FTC	Calvin Giordano & Associates, Inc.		
Proposer				
Tim Scharff	1	2		
Ron Bolton	1	2		
Bill Peele	1	2		
Total	3	6		

Proposer Final Ranking:

1st FTC

2nd CALVIN GIORDANO & ASSOCIATES, INC.

Procurement has reviewed and certified the above ranking.

Name

Signature

Brian O'Connor

[Signature]

T S RLB WBP

Tim Scharff Ron Bolton Bill Peele

REVIEW COMMITTEE EVALUATION FORM

RFP B-16- 168 Continuing GIS Services

Friday, October 28, 2016 Evaluation Criteria:

Evaluation Criteria

- ☐ Scope of Services Proposed
- ☐ Firm's Qualifications
- ☐ Resources and Availability
- ☐ Experience with Governmental Entities
- ☐ Client References and Past Performance
- ☐ Prices Proposed

Rank the below proposals according to the above criteria, with one (1) being the highest and Two (2) being the lowest.

Proposer	FTC	Calvin, Giordano & Associates Inc.	
Rank	1	2	

Name of Reviewer:

TIM SCHARFF

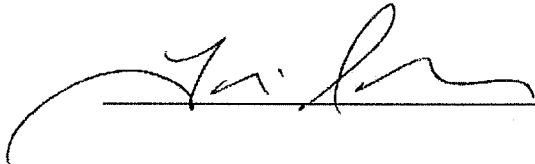
Title:

GIS MANAGER

Department:

IT - GIS

Signature:



REVIEW COMMITTEE EVALUATION FORM

RFP B-16- 168 Continuing GIS Services

Friday, October 28, 2016 Evaluation Criteria:

Evaluation Criteria

- ☐ Scope of Services Proposed
- ☐ Firm's Qualifications
- ☐ Resources and Availability
- ☐ Experience with Governmental Entities
- ☐ Client References and Past Performance
- ☐ Prices Proposed

Rank the below proposals according to the above criteria, with one (1) being the highest and Two (2) being the lowest.

Proposer	FTC	Calvin, Giordano & Associates Inc.	
Rank	1	2	

Name of Reviewer: Ronald Bolton

Title: Project Manager

Department: Utilities

Signature: Ronald L Bolton

REVIEW COMMITTEE EVALUATION FORM

RFP B-16- 168 Continuing GIS Services

Friday, October 28, 2016 Evaluation Criteria:

Evaluation Criteria

- ☐ Scope of Services Proposed
- ☐ Firm's Qualifications
- ☐ Resources and Availability
- ☐ Experience with Governmental Entities
- ☐ Client References and Past Performance
- ☐ Prices Proposed

Rank the below proposals according to the above criteria, with one (1) being the highest and Two (2) being the lowest.

Proposer	FTC	Calvin, Giordano & Associates Inc.	
Rank	1.	2	

Name of Reviewer:

William PEELE

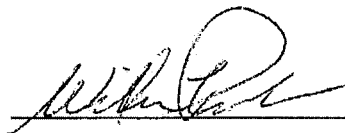
Title:

Superintendent of operations.

Department:

Utilities

Signature:



FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Limited Liability Company**

FLORIDA TECHNICAL CONSULTANTS, LLC

Filing Information

Document Number	L14000011037
FEI/EIN Number	47-1886339
Date Filed	01/21/2014
State	FL
Status	ACTIVE
Last Event	LC AMENDMENT
Event Date Filed	02/23/2015
Event Effective Date	NONE

Principal Address

401 W. Atlantic Blvd
Suite 09
Delray Beach, FL 33444

Changed: 01/31/2016

Mailing Address

401 W. Atlantic Blvd
Suite 09
Delray Beach, FL 33444

Changed: 01/31/2016

Registered Agent Name & Address

RANNEY, JONATHAN HENRY
10327 TRIVERO TERRACE
BOYNTON BEACH, FL 33437

Name Changed: 02/23/2015

Authorized Person(s) Detail**Name & Address**

Title AMBR

BARTON, JAMES HERBERT

401 W. Atlantic Blvd
Suite 09
Delray Beach, FL 33444

Annual Reports

Report Year	Filed Date
2015	03/20/2015
2016	01/31/2016

Document Images

01/31/2016 -- ANNUAL REPORT

[View image in PDF format](#)

03/20/2015 -- ANNUAL REPORT

[View image in PDF format](#)

02/23/2015 -- LC Amendment

[View image in PDF format](#)

10/13/2014 -- LC Amendment

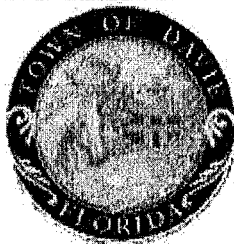
[View image in PDF format](#)

01/21/2014 -- Florida Limited Liability

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State of Florida, Department of State

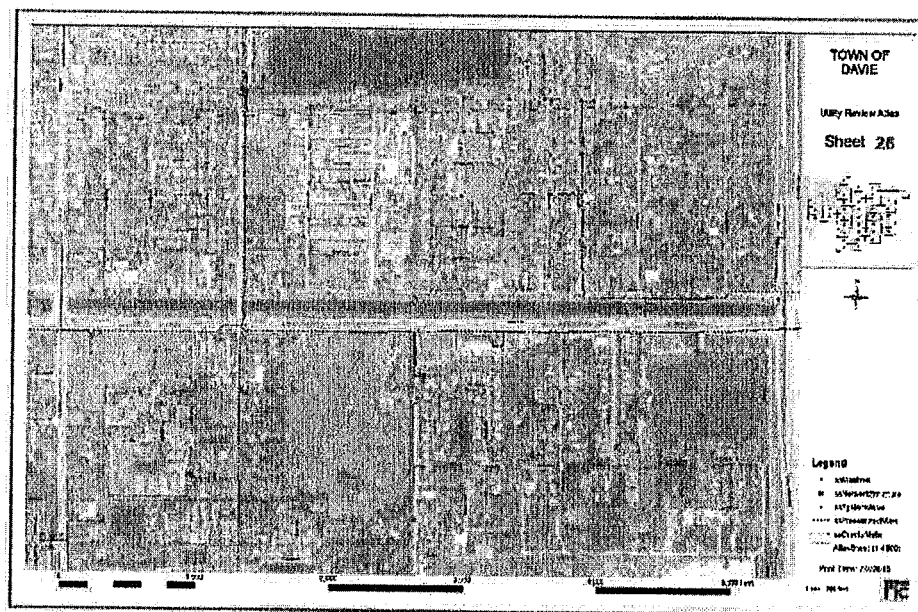


TOWN OF DAVIE
RFP No. B-16-168
Continuing GIS Consulting Services

Submitted to:
TOWN OF DAVIE
Finance / Purchasing Division

Attention: Purchasing Manager

Brian K. O'Connor C.P.M.
6591 Orange Drive
Davie, FL 33314



Submitted by:

Florida Technical Consultants
401 West Atlantic Avenue, Suite 09
Delray Beach, FL 33444

Contact Person:

James Barton P.E., LEED AP
954.914.8488
jbarton@fltechinc.com
www.fltechinc.com

October 6, 2016 2:00 PM





Florida Technical Consultants, LLC
401 West Atlantic Avenue Suite 09
Delray Beach, FL 33444
Tel (561) 265-3790 x 107
www.fltechinc.com

Dear Selection Committee:

October 6, 2016

Florida Technical Consultants (FTC) is pleased for the opportunity to submit this brief Statement of Qualifications for consideration by the Town of Davie to support the Utilities Department. FTC is an engineering firm with a specialty and focus in providing GIS services supporting municipal engineering, utilities and public works departments.

FTC possesses a unique set of GIS skills with a strong engineering base which enable us to provide applied GIS deliverables. The main goal of the data and tools will be to help the Utilities Department solve problems and better coordinate with agencies, contractors and consultants.

We have worked with the Town Utilities Department using GIS to provide coordination with Broward County, fire hydrant contractors and design consultants. We are familiar with the current GIS data and Town staff who will be using the system. This is very important as there will be no learning curve by us or staff. We will drive the program as soon as we start.

The program will consist of completion of data updates using record drawings, implementing Online applications for field verification and training staff to use the system. The more staff use the system, the more successful it will be. The needs of the Town will guide the program. Our objective will be to allow staff to perform most of the detailed office research and field visits. That way staff will possess the local knowledge and FTC will keep costs low.

As well as Town of Davie, FTC has provided high quality Applied GIS services to many surrounding municipalities including Cooper City, Coral Springs Improvement District, Town of Palm Beach Boca Raton, Boynton Beach, South Martin Regional Utilities and many others. Our best clients are those who run utilities and see the value that GIS provides. We encourage you to contact our references, including your own staff.

We are committed, available and uniquely qualified to continue making the GIS in the Town of Davie a successful and useful tool for your staff and organization. We look forward to the opportunity to provide more information and present our qualifications. If you have any questions, please call James Barton, P.E., President at 954-914-8488 or email jbarton@fltechinc.com

Respectfully Submitted
Florida Technical Consultants

A handwritten signature in black ink, appearing to read 'James Barton', is written over a faint, circular stamp or watermark.

James Barton PE.
President



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- Section 1: Scope of Services Proposed**
- Section 2: FTC Qualifications**
- Section 3: Resources and Availability**
- Section 4: Experience with Government Entities**
- Section 5: Client References and Past Performance**
- Section 6: Pricing and Other Forms**



Section 1: Scope of Services Proposed



Florida Technical Consultants is the most qualified firm in the region to provide GIS support services to the Town of Davie Utilities Department. We have worked with the Town in the past during which we started a program to update the GIS data, implement Web Based GIS with the staff and train users. The following section outlines the proposed approach to the scope of service outlined in the RFQ. This approach ensures that the Town will receive the continued priority service required to complete the GIS data build and integrate the GIS into the operations of Utilities.

Our approach for the Town will include 3 main components:

1. **Data Completion:** This will be a time intensive work load at the beginning of the project to get most of the data into a working format. Data will be collected from as-builts and existing reports. The data will be posted to ArcGIS Online and mobile apps will be built for field crews to work with the data to identify deficiencies. It is estimated that most available data will be entered into the GIS within the first 6 months, particularly the sanitary system. Much of the required data is only available in the field so Town staff will need to perform site visit to collect data in the long term.
2. **Operationalization:** Making the data useful to the field crews requires interaction with teams before, during and after development. It is anticipated field apps will be built to verify and collect some of the attributes required. Each feature will be treated as a separate project. Leveraging staff during maintenance will provide better results much faster than using FTC, saving money while scaling up the use of GIS throughout the organization. The data collection will be managed through a plan, setting timeframes and ensuring quality throughout. It is important to start with 'Easy Wins' to show success in the system and gain support from the field teams. Once the inventories are completed, the apps will change in configuration to track repetitive maintenance.
3. **Training and Program Support:** One of FTC's biggest strengths is GIS training. The analytical capabilities of GIS are impressive once the data is collected. We see our long term role as integrating into the GIS program through training management in the capabilities for planning / reporting and training field staff to continually build a better atlas. GIS software continues to evolve, especially in the ArcGIS Online platform and FTC will always be bringing new capabilities to the Town.

The following table demonstrates the items from the scope of service, the source data and where they generally fall in the program. Most of the data from asbuilts will be loaded within the first 6 months. Some items such as hydrants and backflows are excellent opportunities to build field apps for inspections. Many of the items need an approved unique identifier (numbering system). All data will be built in geodatabases in ArcGIS Desktop, then posted to ArcGIS Online for field use. Field apps will not edit the geodatabases, but will add clarification points which will be used for data updates.

The current system of posting data sets to a shared environment can be continued. This allows FTC staff to perform updates which are immediately accessible to all Town staff. As ArcGIS Online becomes more developed, we are finding that more of our work is being used in the Online environment. This is a growing technology which FTC will continue to adopt.

System / Layer	Attributes	Source	Notes
Web Applications			Web applications will be built for many facilities that need verification in the field.
Lift Stations	Number Public VS Private Pump Information & design flow rate Wetwell Depth & Influent/ effluent pipe data	Field Verify	This has been implemented. The data will be reconciled with the GIS. Field verification will be done for private lift stations.
Interconnects	Staff to Specify	Field Verify	These are completed. Additional information can be collected if necessary.
ARVs	Staff to Specify	Field Verify	This app will allow staff to track all ARVs, especially critical ones at aerial crossings
Aerial Crossings	Staff to Specify	Field Verify	The location and condition of aerial crossings will be gathered by staff
Wells	Staff to Specify	Field Verify	Several components of the wells can be collected along with photos.
Manholes	Staff to Specify	Field Verify	Staff will verify location and flow direction.
Backflows	Year Installed Type/ size Certification # & Date	GeoCode – Field Verify	Map according to address or field app. Track inspections with field app.
Fire Hydrants	Number Flow rating & recent test flow data	As Builts – Field Verify	Hydrant field inventory app to collect attributes such as manufacturer and year. Hydrant inspection app to collect test flow data
Valves	Type	As Builts – Field Verify	Many of these are in. A field app will be built for valve verification and tracking valve turning.
Meters	Staff to Specify	Geocode / Field Verify	Meters can be added through geocoding but then they must be made more accurate in the field.
Cleanouts / Laterals	Rim & Invert elevations Year Constructed/ Rehabilitated		These can be mass produced in a model, then corrected over time.
Construction Management	Schedules, Budgets, Locations		An app can be made to track progress of ongoing construction projects, accessed in the field or on desktop.

System / Layer	Attributes	Source	Notes
Boundaries			
Service Areas	Cascading station information	Existing GIS	Built based on direction of gravity flow. Flow rates estimated and accumulated in model
Neighborhood/ Subdivision Boundaries		County	These must be updated annually
Municipal Boundaries		County	These must be updated annually
Pipelines	Material (Pipe & Casing) Year Constructed/ Rehabilitated Diameter (Pipe & Casing) Abandoned vs in service Flow Direction	As Builts	The general line work must be cleaned and made more spatially accurate mostly through valve mapping. Most of the attribute data will be available in as-builts. This will be entered within the first 6 months.
Main breaks	Locations & year	GeoCode – Field Verify	Map according to address or field app to track over time. These will be point locations which can then be associated with the lines.
Valves	Type	As Builts – Field Verify	Many of these are in. A field app will be built for valve verification and tracking valve turning.
Chlorine residual data		GeoCode – Field Verify	Map according to address or field app. Inspection app for monthly reports
Utility Easements	O.R. book & Page #	As Builts	This could be a significant project and will be programmed according to the priority of Town
Sanitary Sewer			
ss Gravity Mains	Diameter, Material, Direction	As Builts	Need to Add Facility ID
ss Manhole Structure	Rim & Invert elevations Year Constructed/ Rehabilitated	As Builts	Need to Add Facility ID
ss Lift Stations		As Builts – Field Verify	Field app specific to Lift Stations, including bypass, generators, etc.
ss Force Mains			The line work to be cleaned and made more spatially accurate through valve mapping. Attribute data will be available in as-builts. To be entered in 6 months.



System / Layer	Attributes	Source	Notes
Background Data			
Streets		County	These must be updated annually
Parcels		County	These must be updated annually
Aerials		County	These must be updated annually
Surface Model		SFWMD	

Long term maintenance will include working with staff to continually update and improve the existing data and map new features as necessary. The FTC approach is to piggyback activities already being performed by staff to track information. Activities will include:

- Coordinating with outside permit agencies, contractors and consultants as directed by Town. This may include building specific data to satisfy requirements, or building specific field verification applications for additional field data collection. These must often be done on an emergency basis.
- Maintain existing GIS map (desktop & web based) with new development project as-builts, and with field corrections from Town staff. These may include proposed projects.
- Provide hyperlinks to as-built record drawings through a map interface. This is possible in desktop or TOD GIS Server.
- Provide training to the respective Town personnel
- Other work orders
- Special work orders for the development of GIS layers for various applications
- Establishing a Capitol Improvement Project tracking tool for Utilities to communicate with the residents and Town
- Evaluation of existing GIS system, and recommendations for future applications & improvements

Long Term GIS Initiatives could include Engineering Analysis supporting Meter updates, Utility Fees, System Modeling, CMOM tracking, Pretreatment and other studies.

FTC is willing and able to host the data until such a time as the TOD is ready for IT to take it over. The benefit of FTC hosting initially is to be able to learn what coordination requirements are required and establish a quick response protocol.

The only way to success is to work with staff. Most of our training is with field staff, who often have the greatest desire to have accurate information in the field. Our references will validate that FTC is committed to performing the best quality services to support the Town of Davie.

We hope we have addressed all RFQ requirements. We are always available to clarify any topics.



Section 2: Firm Qualifications



Florida Technical Consultants (FTC) is pleased to provide the Town of Davie Utilities Department our firm credentials and qualifications. FTC is a Professional Engineering Firm in the State of Florida and small business in Palm Beach County, based out of Delray Beach. We specialize in providing GIS services for Municipalities with Utilities, Public Works and Engineering needs. Having provided the initial GIS conversion from CAD, we know the needs of The Town, understand the scope of services, and have a strong plan to complete the data and operationalize the GIS.

Detailed project experience descriptions are provided in Section 5.

Certificates

FTC is incorporated in Florida.

**State of Florida
Department of State**

I certify from the records of this office that **FLORIDA TECHNICAL CONSULTANTS, LLC** is a limited liability company organized under the laws of the State of Florida, filed on January 21, 2014.

The document number of this limited liability company is **L14000011037**.

I further certify that said limited liability company has paid all fees due this office through December 31, 2016, that its most recent annual report was filed on January 31, 2016, and that its status is active.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-first day of January, 2016.

Ken Peltier
Secretary of State

Protagoras CERTIFICATION
To whom this certificate is issued, the following statements are true and correct to the best of the knowledge of the undersigned.

<http://www.flsos.gov/Forms/Certificates/Certificates.htm>

ANNE M. GANNON P.E. No. 2543, State of Florida, P.E. No. 2543-2000
401 W. ATLANTIC AVE. SUITE 200
DELRAY BEACH, FL 33444
Serving you.

**STATE OF FLORIDA
PALM BEACH COUNTY
20160917 LOCAL BUSINESS TAX RECEIPT**
LIBR Number: 2016091704
EXPIRES: SEPTEMBER 30, 2017

FLORIDA TECHNICAL CONSULTANTS LLC
FLORIDA TECHNICAL CONSULTANTS LLC
401 W. ATLANTIC AVE. SUITE 200
DELRAY BEACH, FL 33444
ph: 561.344.1111

CITY OF DELRAY BEACH
BUSINESS TAX RECEIPT
A CONTRACTOR REGISTRATION
RECEIPT NO. 17 0005790
CONTRACT NO. 140452
DATE ISSUED: 7/26/16
BUSINESS TAXED: 181.24
REGULATORY FEE: .00
TOTAL AMOUNT DUE: 181.24
BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED TO PUBLIC VIEW AT BUSINESS LOCATION





Section 3: Resources and Availability



Availability

FTC will always be available to meet with the town of Davie for progress meetings, on site training and meetings with any and all outside agencies that require coordination. The office is located in Delray. One employee lives in Broward close to Davie.

Organization

FTC is a small firm with 2 employees, both experts in GIS, one a Professional Engineer. This is important because the project will require an in depth understanding of how utilities work, how they are managed and how to set up the GIS for operations support. This is the specialty of FTC, which is an uncommon focus for Engineering firms. Although FTC has done some engineering design projects, most of our clients are utility departments of municipalities, some with GIS departments and some without. Our approach varies between clients.

Office Headquarters

The FTC Office Headquarters is located at 401 West Atlantic Avenue, Suite 09, Delray Beach, FL 33444. All services will be provided from the Delray Office or through face to face training at the Town. The bulk of data updates will be handled remotely. There are 2 employees based from Delray, both of which will be performing onsite training. Both have a long history working with Town staff. One lives in Broward not far from Davie.

Key Staff

FTC has a combination of full time employees and highly skilled sub-consultants. The combined skills of the team can cover all Town GIS needs. Since the Team is small, it is very economical as additional support can be brought on without significantly increasing overhead expenses. The team can also provide additional value added services that other firms cannot provide.

James Barton P.E. President (FTC Employee 2 Years)

James is the primary project contact and will provide all project management functions, program development, GIS utility data builds and on-site training. James has the background experience to cover all program components.

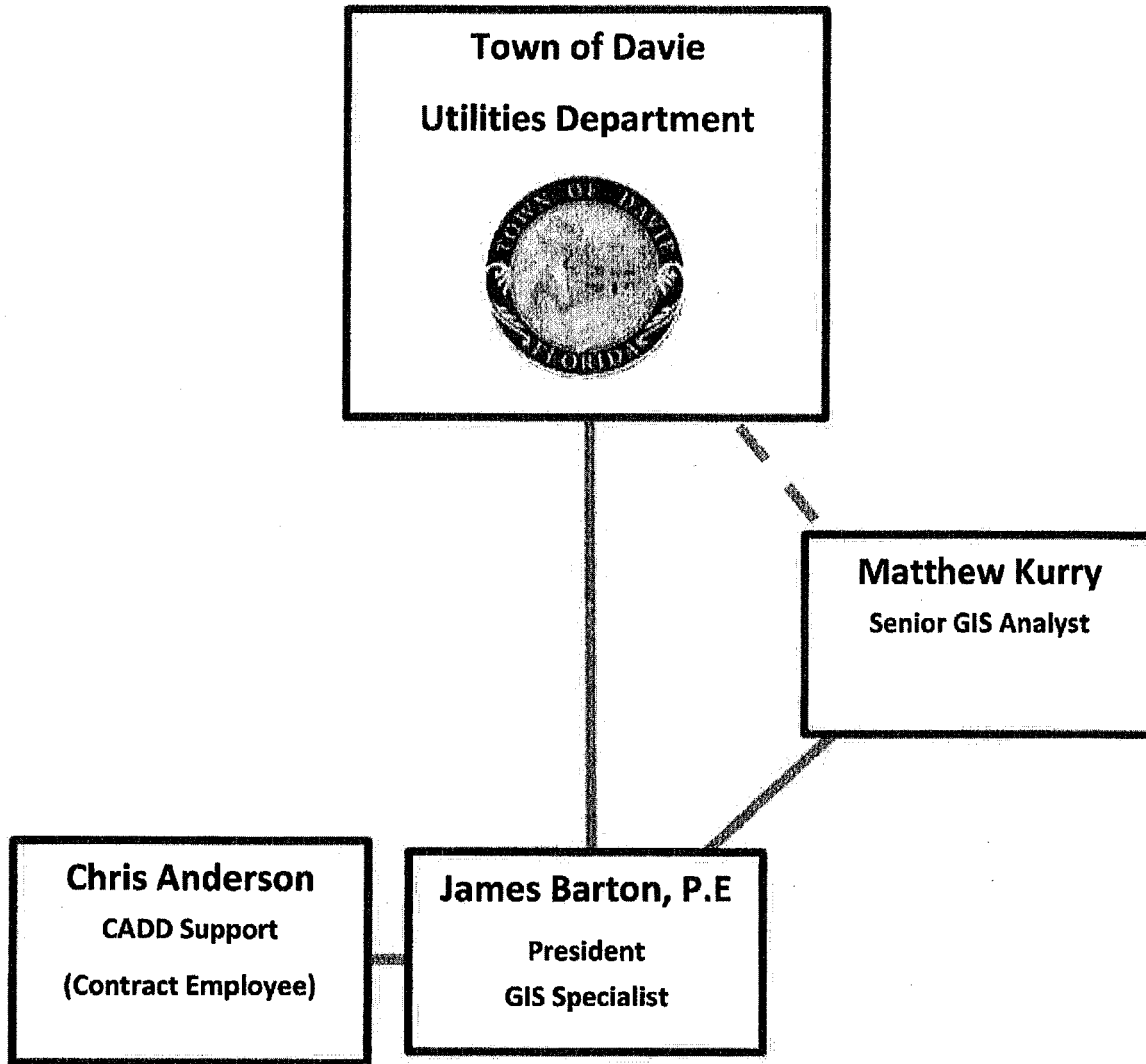
Matthew Kurry: Senior GIS Analyst (FTC Employee 8 Months)

Matthew has a Master's in Geography from FAU. He has served as a GIS specialist for the Seminole Tribe of Florida, and multiple local municipalities in South Florida. He taught GIS at Broward Community College. His main experience at FTC has been using higher GIS functions to perform analysis, geocoding, building mobile applications and train field crews to work with mobile applications to map features from the field. Matt lives in Oakland Park, a short drive from Davie. He knows the field staff and is excited about continuing training.

Chris Anderson: CAD Technician (Contract Employee)

Chris is one of the best CAD technicians in the region. He will provide any CAD support necessary to work with CAD files from contractors.

Organization Chart



James Barton will be the direct contact with the Town. Matthew will work directly with staff through training and program support. Chris will assist with converting Civil 3-D record drawings into a GIS consumable format.



FTC's Current and Anticipated Work Load

Section 1 outlined a detailed methodology proposed for the Town in terms of

- Data Completion
- Operationalization
- Program Support and Training

In summary, the bulk of detailed digitizing work and hours to complete the atlas will fall within the first 6 months. Once built, the focus of work will shift to program support and training, requiring far less hours. Presently FTC has completed data builds for several clients and is in maintenance mode. This means we have as many hours available as needed to continually support the Town at any level indefinitely.

Presently FTC is actively working with 3 clients. The labor intensive data builds are completed. The program now includes training field crews to develop and work with mobile apps to continually collect and track maintenance on features. We anticipate the Town will require limited hours once the data builds are completed. We are very comfortable with the published budget.

Client	Current Program	Hours Required
Town of Palm Beach	Building field apps for Beach Access, Signs, Trees, Buildings,	8 – 12 hrs per week
Cooper City	Tracking valve turning from contractor, finding missing valves, mapping meters and blowoffs	4 hrs per week
South Martin Regional Utilities	Correcting field atlas, Lift Station Inventory, Hydrant replacement program	8 hrs per week
Town of Davie	AVAILABLE HOURS	56 hrs per week available

Resumes

Detailed resumes are provided on the next pages.



James Barton, P.E., LEED AP

Education

Bachelor of Science, Civil Engineering, Queens University
(Canada), 1990

Registration

Professional Engineer, Florida, 59257, 2003

Professional Affiliations

American Society of Civil Engineers
American Water Works Association
Florida Engineering Society
Urban and Regional Information Systems Association
(URISA)

Certifications

ESRI Authorized Trainer
LEED Accredited Professional

Mr. Barton has over 20 years of engineering experience both internationally and domestically. The main focus of his international experience includes engineering design and project management of water and sanitation programs, including water resources, infrastructure rehabilitation and GIS implementation. His domestic experience includes environmental engineering, utilities and road construction. Mr. Barton routinely integrates GIS technology with engineering.

He is working with ESRI developing software tools to assist in detail design and is experience with implementing GIS/ GPS for construction field inspection. He is currently studying towards a Certificate in Integrated Watershed Management and a Certificate in Visual Planning (GIS Technology).

He has been using GIS in engineering since 1999 and became an ESRI Authorized Trainer in 2003. Since then, he has provided training to over 75 students in various organizations and disciplines. His specialty is training for people specializing in utilities, public works and engineering, but he has also trained fire, police and administration.

He started using GIS in his day-to-day activities for simple outputs such as construction maps for contractors and public information campaigns. This led to using GIS for permit maps, analysis and project planning for proposals and finally design projects. In 2004, he started working with ESRI developing GIS tools that could be used for detailed design and transferring data out of and into the CAD environment.

These tools have been presented at numerous conferences and user group meetings. One of the latest developments is linking design tools with existing LIDAR data. This allows for conceptual design with real elevations without the survey, taking survey out of the critical path of project planning.

Mr. Barton has provided training to

- Chen and Associates, 2004, 2005
- Islamorada, Village of Islands, 2005
- City of Sunrise, 2006
- City of Marathon, 2006, 2009
- Monroe County Property Appraisers Office, 2006
- Wantman Group, 2007
- Florida Keys Aqueduct Authority, 2007
- City of Dania Beach, 2007
- City of Miami Gardens, 2009
- Coral Springs Utilities 2011
- Highland Beach 2015
- Town of Davie 2015
- Coral Springs Improvement District 2016

Mr. Barton also founded the Florida Utility User Group, which works on integrating GIS technology into engineering. The group currently has over 300 members.



Matthew A. Kurry

Education

Florida Atlantic University, Boca Raton, Florida,
College of Science Department of Geography
and Geology Graduate Program, Geographic
Information Science emphasis, Graduation May
2004

Awarded a Graduate Teaching assistantship in
World Geography Spring 03-04 & Map Analysis
Spring04 Elected to Gamma Theta Upsilon
International Geographical Honor Society

West Virginia University, Morgantown, West
Virginia. College of Liberal Arts; Geographic
Information Science/ Remote Sensing Major,
December 2001 graduation

Elected to serve two semesters as student
Teaching Assistant in Communication Studies.

Computer / Technical

Geographical Information Systems/Remote
Sensing: ESRI ArcGIS and components 8.3-10,
MapInfo Professional & AnySite Package,
Microsoft Street and Trips 2012, Tremble GPS &
components, Erdas Imagine 3D GIS, GeoVec,
Alteryx Engine ESRI Virtual Campus training,
CAD to GIS conversion, Digital image
interpretation, Photogrammetry, LIDAR,

Database Management: Business Objects,
Oracle, MS Access, ESRI SDE 9.1

Operating Systems: Windows NT, XP, Unix,
DOS, Linux

Miscellaneous: Adobe Photo Shop, Digitizing,
Large Format Scanning and Printing, Web Page
Design

Mr. Kurry has strong analytical and technical
skills with current Geographic Information
Systems experience. He has familiarity and real
world practice with ESRI and MapInfo products,
remote sensing, data validity and collection
techniques. Mr. Kurry received both a Masters
and Bachelors in Geography with coursework in
GIS, remote sensing, and Urban and Regional
planning. Proven team player and individual
contributor with valuable leadership and
mentoring skills.

Florida Technical Consultants.
November 2015-Current.

Employed as a Senior GIS Consultant
responsible for utilities data migration and
integration. Accountable for providing GIS
support services to municipalities, engineering
firms and contractors. Assignments include

- CAD to GIS conversion,
- ArcGIS Online application development
- GeoCode geographic data sets (meters, etc)
- Large data migrations
- Utility atlas production
- On-Site Field Training

Broward County School Board.
March 2014-November 2015.

Served as a daily substitute teacher in Broward
County public schools. Provided classroom
instruction at assigned institution.

Robert K Futterman. New York,
November 2012-February 2014.

Senior GIS Analyst at national retail real estate
firm. Primary responsibilities include creation of
competition maps, demographic analyses and
maintenance of a proprietary database.

Toys R US Corporate. Wayne New Jersey,
December 2011- November -2012.

Research analyst at Toys R US corporate head
quarters. Responsible for conducting GIS Based
analytical research and location selection.

NOVA Southeastern University. Ft. Lauderdale,
School of Business and Entrepreneurship,
April 2010- December 2011.

Employed by NOVA University teaching GIS for
Marketing to MBA students in the Real Estate

Broward College. Davie Campuses,
December 2009 - December 2011.

Geography professor. Classes included GIS 1&2,
Remote Sensing, World Geography, Natural
Resources, Human Geography and Introduction
to Geography.

City of Oakland Park Florida.
April 2011-September 2011.

Contract GIS analyst to digitize and update
existing utility atlas, analyzing aerial photography
to locate and digitize utility sewer features such
as manholes, lift stations and sewer lines. Use
ground control points to orthorectify raster images
to be overlaid on aerial photography.



Christopher A Anderson (Contract Employee)

Education

Associate of Science, Computer Aided Drafting,
ITT Technical Institute, 2003

Mr. Anderson serves as a CAD Designer. His previous experience includes designing subdivisions in California as well as Utah. In addition, he has been utilizing Civil3D for design and plan production.

While assisting FTC, Mr. Anderson routinely receives CAD files from contractors / engineering firms, converts the digital CAD into GIS friendly layers and transposes them into correct coordinate spaces. Doing some of the CAD cleanup work before migrating into GIS often saves enormous amounts of time and money for the client.

The following projects reflect Mr. Anderson's previous work experience while with another firm:

Broadview Park Bid Pack 3. The Broadview Park Neighborhood Improvement Project (BNIP) was the last of the Neighborhood Infrastructure Improvements projects to be carried out by Broward County in the unincorporated areas. This Bid Package addressed the sanitary sewer and drainage improvements, as well as improvements to the community's sidewalks, roadway and landscape. These improvements consisted of 47,000 linear feet of gravity sewer, 6,200 linear feet of 8" force main, 20,100 linear feet of drainage pipe along with roadway restoration and new sidewalks for a total construction cost of approximately \$13.3 million. The gravity sewer system was designed using a GIS capacity analysis tool that calculated and summarized the flow rates for each parcel in the service area. GIS was utilized during the permitting phase to graphically show the flow for each pipe and during construction to track resident complaints, track the work that had been completed and estimate the Contractor's variance from the original schedule.

Riviera Beach Blue Heron Boulevard. Relocation of utilities in conjunction with the Florida Department of Transportation road widening project on Blue Heron Boulevard. The project includes coordination with the City to determine the location and condition of existing City-owned facilities including water mains, raw water mains, gravity sewer and force main. Based on the

conflicts identified between City facilities and the future

FDOT facilities, design drawings will be produced for the utility relocations and replacements. Extensive coordination with the Florida Department of Transportation is necessary to determine funding sources, location of proposed facilities, scheduling and permitting. Coordination is also required with the Palm Beach County Health Department for permitting.

Riviera Beach Dyer Rd and Haverhill Blvd. Coordinating the relocation of underground utilities which are in conflict with the proposed road widening project for Dyer Blvd. and Haverhill Road. Once the site visit was completed he did a site visit and coordinated with several agencies to estimate the scope of services required for this relocation.

The scope of service included the following:

- Coordination with Palm Beach County
- Coordination with City
- Coordinate with Palm Beach County Health Department
- Additional test holes for utility locates
- Prepare relocation design plans
- Permit assistance
- Bidding assistance
- Construction administration

RBUD Blue Heron Congress. Coordinated the relocation of underground utilities w proposed road widening project.



Section 4: Experience with Government Entities



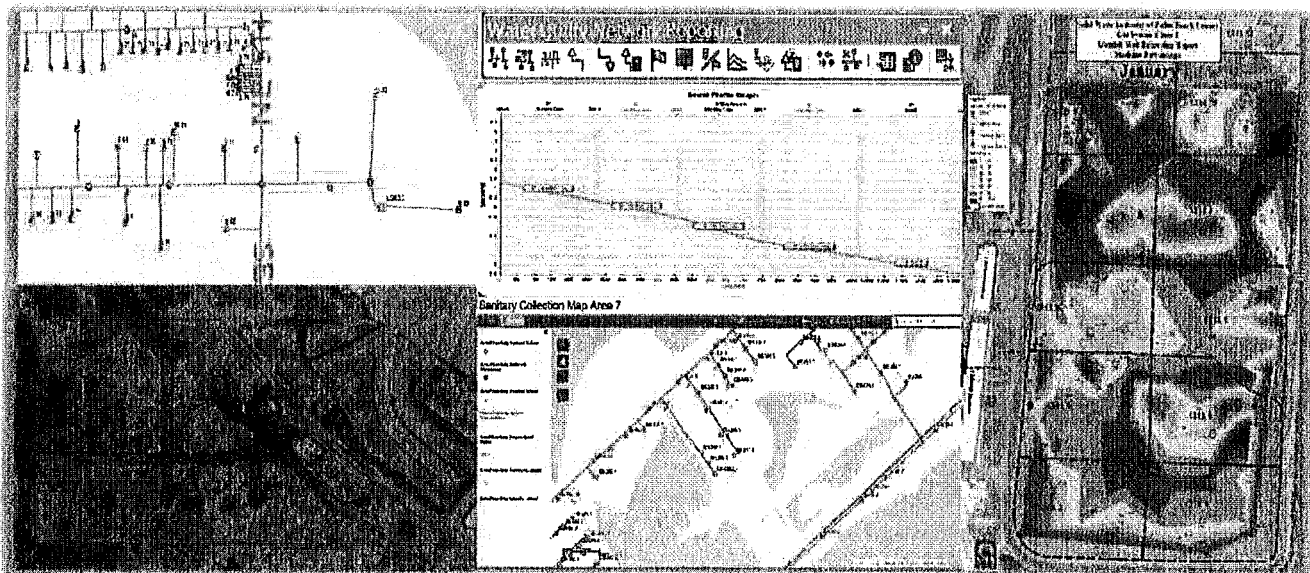
Florida Technical Consultants (FTC) was founded in 2014. Based on extensive experience using GIS for engineering projects, and as an ESRI Silver Business Partner with an ArcGIS Online Specialty, the Goal of FTC is to provide support services to Municipalities through:

- Data Compilation and Analysis for Projects and Studies
- GIS Data Building, Cleaning and Configuring for Utilities / Public Works Management
- Engineering Design, Permitting, Technical Specifications and Support Services
- Plans Review for GIS Compliance
- ArcGIS Online for Field Construction Administration
- Construction Information Management, GIS Record Drawing Submittals
- GIS Training and Support

The founder, James Barton P.E., LEED AP, has over 20 years of experience in engineering design and project management of water, sanitation and stormwater programs, including water resources, infrastructure rehabilitation and GIS implementation, environmental engineering, utilities and road construction. Mr. Barton has routinely integrated GIS technology with engineering, developing software tools to assist in system modeling, design and construction administration.

Since becoming an ESRI Authorized Trainer in 2003, he has provided training to over 75 students in various organizations and disciplines. His specialty is training for people specializing in utilities, public works and engineering, yet has trained fire, police and administration.

FTC can offer utility departments improved efficiency through understanding and utilizing existing data, applying analysis tools and techniques for quality control, interfacing with contractors to track construction quantities and providing GIS record drawing submittals to clients.

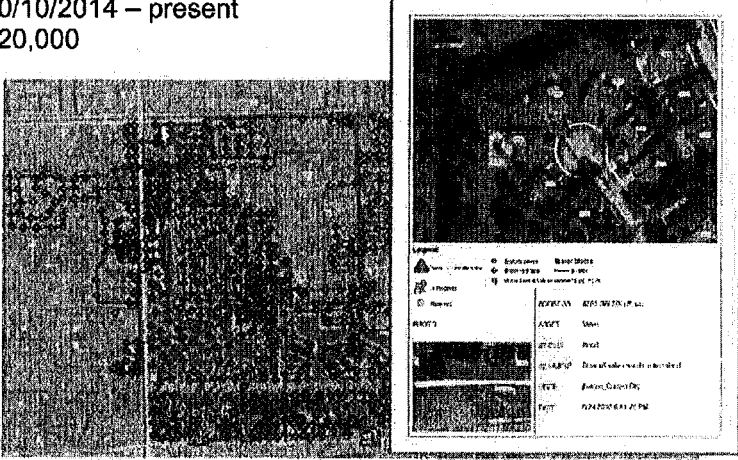
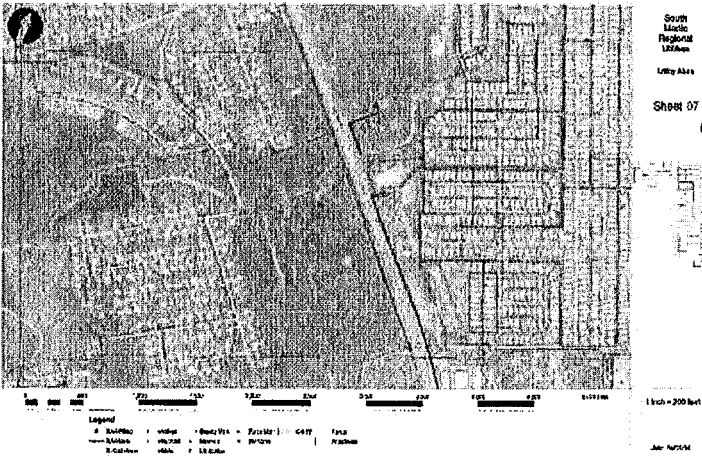




Section 5: Client References and Past Performance



The following pages provide descriptions of similar projects completed or in progress. Most projects are being managed as continuing program support programs.

<p>Cooper City Mr. Michael Bailey 11791 SW 49th Street Cooper City, FL 33330 (954) 434-5519 mbailey@coopercityfl.org</p>	<p>FTC converted the City CAD Atlas to GIS. Systems included water, sewer and drainage. Geometric networks were set up and run for valve isolation and capacity analysis. Coordinated label hydrants with Fire Dept. Tracked progress of valve turning contractor. ArcGIS Online Applications were developed and staff trained to inventory, verify features and track emergency repairs. 10/10/2014 – present \$20,000</p> 
<p>South Martin Regional Utility Mario E. Loaiza, P.E. - Utility Director 9650 SE Water Street Hobe Sound, FL 33475 (772)-546-6259 mloaiza@tjl.martin.fl.us</p>	<p>FTC converted the utility atlas to GIS, including water and sewer. The process was complicated by the existing CAD parcel data being geographically incorrect in some cases necessitating field verification. Mobile apps were created in ArcGIS Online to validate data from the field. 5/1/2015 – present \$20,000</p> 

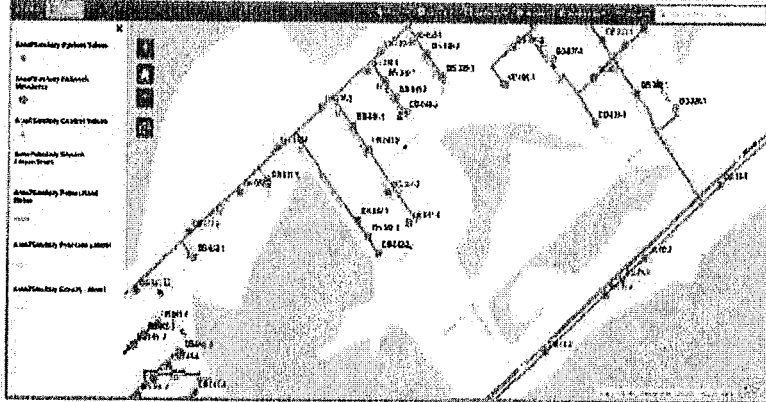


City of Marathon
 George Garrett
 9805 Overseas Highway
 Marathon, FL 33050
 Ph (305) 289-4111
 garrettg@ci.marathon.fl.us

FTC converted City CAD Atlas to GIS. A systems geodatabase had to be created to handle vacuum sewer system. CAD text data was used to populate geodatabases. ArcGIS Online Applications were developed and staff were trained to inventory and field verify features.

10/7/2014 – present
 \$10,000

Sanitary Collection Map Area 7



Town Palm Beach
 Mr. William Francis PE
 951 Okeechobee Rd.
 Suite A, West Palm Beach,
 FL 33401
 Ph (561) 838-5440
 Fax 561 835 4683
 WFrancis@
 TownofPalmBeach.com

FTC converted the CAD Atlas to GIS. Systems included sewer and drainage. CAD text data was used to populate geodatabases. Geodatabases were built to create system profiles and perform sewer capacity analysis. ArcGIS Online Applications were developed and staff were trained to inventory and field verify features.

3/24/2014 present
 \$35,000 (in progress)



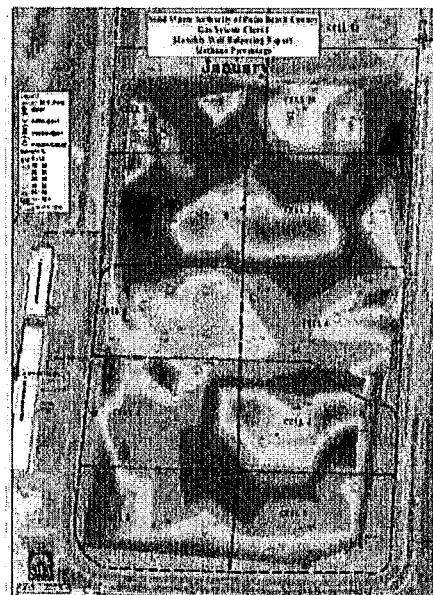
City of Boca Raton Utilities
 Ms. Talia Garcia
 4101 Glades Road
 Boca Raton FL 33431
 (561) 338-7307
 TGarcia@ci.boca-raton.fl.us

FTC provided GIS services to the City of Boca Raton Utilities converting Water, Raw Water, Reclaim Water and Sewer Data from CAD to GIS. The data was migrated into the 10.2 Local Government Model Geodatabase. Geometric networks were set up and run for valve isolation and capacity analysis. These changes will be presented to ESRI in order to update the LGIM to support these systems.
 1/1/2013 – present
 \$20,000



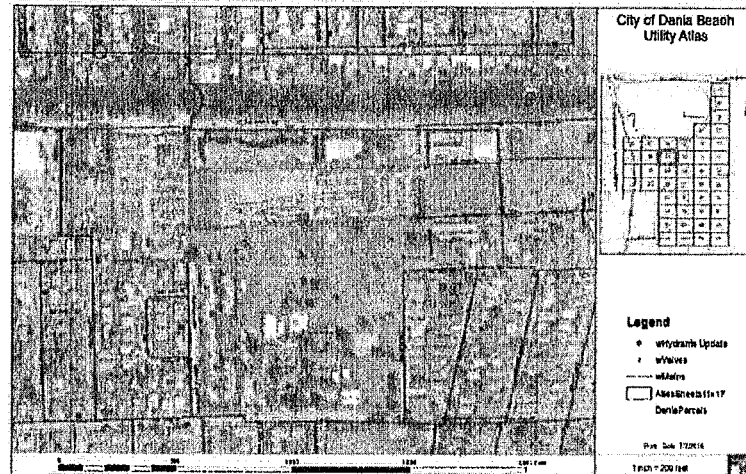
Solid Waste Authority of Palm Beach County
 Ms. Josephine Rudd
 7501 N. Jog Road
 West Palm Beach, FL 33412
 (561) 640-4000 x 4618
 jrudd@swa.org

FTC converted the Utilities CAD Atlas to GIS as a sub to another firm. Systems included site, water, sewer, drainage, leachate, electrical, gas well monitoring, water and drainage. Several methods were used to map well monitoring values to visualize trends. FTC is now training SWA staff in converting CAD drawings to GIS and maintaining the system.
 09/10/2014 – present
 \$20,000



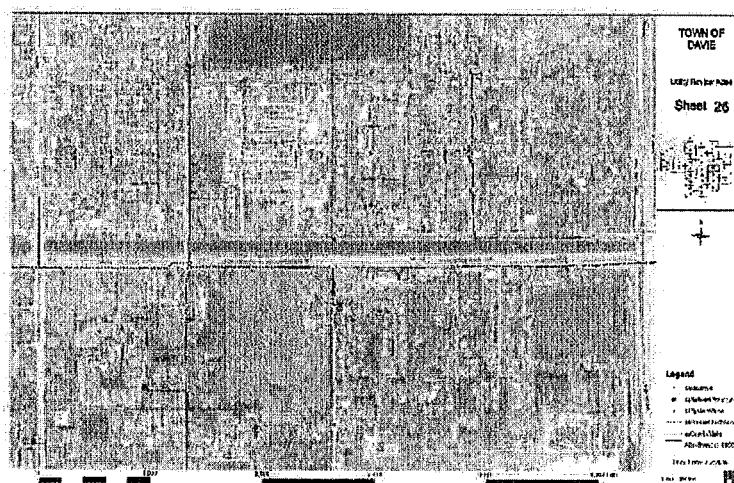
City of Dania Beach
Mr. Ronnie Navarro
1201 Stirling Rd
Dania Beach, FL 33004
(954) 924-3615
rnavarro@ci.dania-beach.fl.us

FTC converted the City CAD Atlas to GIS with another firm. FTC is now field verifying the system and updating the GIS using high resolution aeriols and ArcGIS Online. Systems included water, sewer and drainage.
08/10/2015 – present
\$10,000



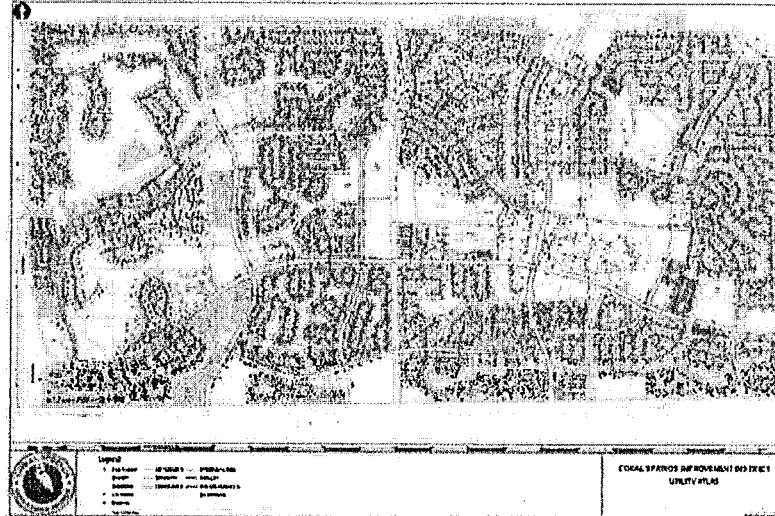
Town of Davie
Mr. Don Bayler
Utilities Director
7351 SW 30 Street
Town of Davie,
FL 33314
Ph 954-327-3741
Fax 954-327-3752
Don_Bayler@davie-fl.gov

FTC converted the City CAD Atlas to GIS. ArcGIS Applications were developed and staff were trained to inventory and field verify features. Systems included water and sewer.
09/15/2014– present
\$20,000



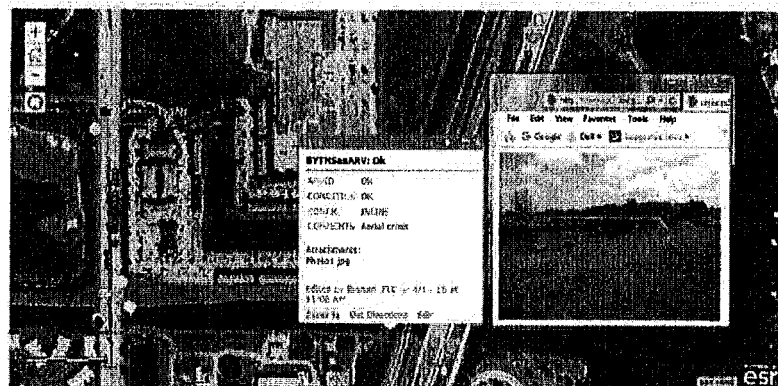
Coral Springs Improvement District
Mr. Curt Diggins
Supervisor, CSID
Coral Springs FL 33071
(954) 796 6608
CurtD@fladistricts.com

FTC provided data setup and training for the CSID to collect and input their own data into GIS. Training was done on data collection using ArcGIS Online field apps and building data sets with desktop.
10/01/15 – Present
\$4,000



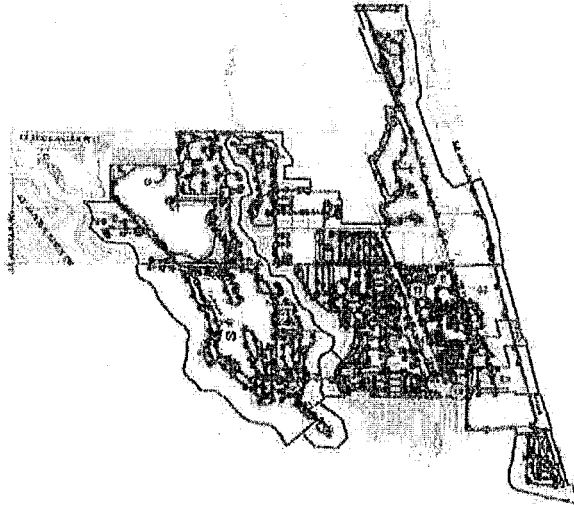
Boynton Beach Utilities
Michael Low, Manager,
Technical Services
Boynton Beach Utilities
City of Boynton Beach
124 E. Woolbright Rd.
Boynton Beach,
Florida 33435
(561)-742-6403
lowm@bbfl.us

FTC created a GIS Data set to support modeling in Potable Water, Sanitary Sewer, Reclaim Water and Stormwater. Several sources of existing data were merged and topologically cleaned for snapping, node creation. Elevations were extracted and used to populate nodes. ArcGIS Applications were developed and staff were trained to inventory and field verify features.



Village of Tequesta
 Mr. Sam Heady
 345 Tequesta Dr
 Tequesta, Florida 33469
 (561) 722-1167
 sheady@tequesta.org

FTC converted the Village Utilities CAD Atlas to GIS. Systems included water and drainage. Coordination was done with Martin County and Loxahatchee River District to collect their facilities and input them into GIS. Water meters were mapped by geocoding. ArcGIS Online mobile apps were created for maintenance crews to validate information from the field. All data was loaded into an asset management system.
 09/10/2015 – present
 \$20,000



Section 6: Pricing and Other Forms

**Town of Davie Bid
B-16-168 Continuing GIS Services**

SECTION 4.0 PRICING PAGE

JOB CLASSIFICATION	RATE
GIS CONSULTANT: Project Manager	\$125/hour
GIS CONSULTANT: GIS Specialist	\$95/hour

Executed by: James Barton, P.E., LEED AP

Title: President (Type or print name)

For (Company): Florida Technical Consultants, LLC

Address: 401 West Atlantic Ave Suite 09 Delray Beach FL 33444

Telephone Number: 954.914.8488 Fax Number: 561.265.0806

Email: jbarton@fitechinc.com

The Bidder agrees to accept the Town of Davie's Visa procurement card for payment. Circle one
YES OR **NO**



Town of Davie Bid
B-16-168 Continuing GIS Services

SECTION 5.0 TOWN REQUIRED FORMS

NON-COLLUSIVE AFFIDAVIT

STATE OF Florida
COUNTY OF Palm Beach

James Barton, P.E., LEED AP being first duly sworn deposes and says that:

BIDDER is the President
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By James Barton, P.E., LEED AP

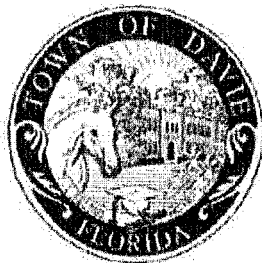
Subscribed and sworn to before me this 4 day of October, 2016.

Judith A. Clark
Notary Public (Signature)

My Commission Expires: _____



**Town of Davie Bid
B-16-168 Continuing GIS Services**



**TOWN OF DAVIE
E-VERIFY FORM**

Bid No: B-16-168

Project Description: Continuing GIS Consulting Services

Vendor/Consultant acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- (a) all persons employed by Vendor/Consultant to perform employment duties within Florida during the term of the contract; and
- (b) all persons (including SUBCONTRACTORS/SUBVENDORS) assigned by Vendor/Consultant to perform work pursuant to the contract with the Department. The Vendor/Consultant acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Town of Davie.

Company/Firm: Florida Technical Consultants, LLC

Authorized Signature: 

Print Name James Barton, P.E., LEED AP

Title: President

Date: October 6, 2016

**Town of Davie Bid
B-16-168 Continuing GIS Services**

CONFIRMATION OF DRUG-FREE WORKPLACE

In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or Contractual services that are under Bid a copy of the statement specified in subsection (1).

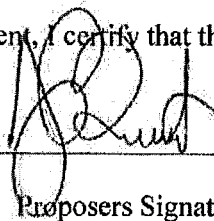
In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after the conviction.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



James Barton, P.E., LEED AP

Proposers Signature

**Town of Davie Bid
B-16-168 Continuing GIS Services**

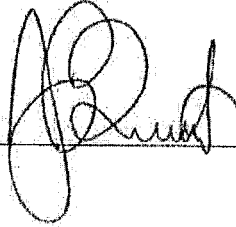
EMPLOYEE BACKGROUND VERIFICATION AFFIDAVIT

I, James Barton, P.E., LEED AP, Company Florida Technical Consultants, LLC

Attest that all personnel used in the performance of this work have had a criminal background check, and have no criminal offenses, a negative drug test result, and are legally documented to work in the United States.

The Town of Davie requests copies of the criminal back ground checks and drug test results.

Proposer's Signature _____

A handwritten signature in black ink, appearing to read 'JBarton', is written over a horizontal line.

**Town of Davie Bid
B-16-168 Continuing GIS Services**

ATTACHMENT "E"

**Town of Davie
Vendor/Bidder Disclosure**

I, James Barton, P.E., LEED AP, being first duly sworn state that:
The full legal name and business address of the person(s) or entity contracting with the Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization:	<u>Florida Technical Consultants, LLC</u>
Address:	<u>401 West Atlantic Ave Suite 09</u>
	<u>Delray Beach FL 33444</u>
FEIN	<u>47-1886339</u>
State and date of incorporation	<u>Florida</u>

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	Ownership
James Barton, P.E., LEED AP	401 West Atlantic Ave Suite 09 Delray Beach FL 33444	100 %
		%
		%
		%

2. The full legal names and business addresses of any other individual (other than subcontractors, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest

**Town of Davie Bid
B-16-168 Continuing GIS Services**

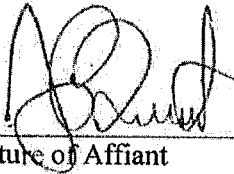
in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

Full Legal Name

Address

N/A

By:



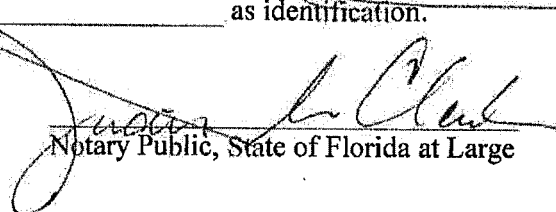
Signature of Affiant

Date: October 6, 2016

James Barton, P.E., LEED AP

Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this 4 day of October 2016 by James Barton he/she is personally known to me or has presented _____ as identification.



Notary Public, State of Florida at Large

Print or Stamp of Notary

Serial Number _____

My Commission Expires : _____



Town of Davie Bid
B-16-168 Continuing GIS Services



Town of Davie Local Vendor Preference

Affidavit of Eligibility

Complete all areas below. Incomplete forms may be rejected.

_____ My business is located within the Town of Davie.

LEGAL NAME OF FIRM: _____ N/A

Physical address: _____

Phone number _____ Fax number _____

Email address _____

Has the business name changed since it was opened in Davie? Yes _____ No _____

If Yes please provide the previous business name: _____

Taxpayer Identification Number: _____

Date your business was established in Town of Davie: _____

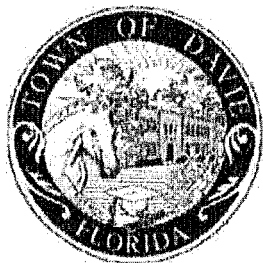
Business license: License number: _____ Date issued: _____

_____ A copy of my Business Tax Receipt is attached.

I employ _____ (insert a number) full time employees.

If your business is a Broward County business but not located within the Town of Davie please fill out the information on the next page.

Town of Davie Bid
B-16-168 Continuing GIS Services



Town of Davie
Local Vendor Preference
Broward County Vendor

Affidavit of Eligibility

Complete all areas below. Incomplete forms may be rejected.

_____ My business is located within Broward County but not in the Town of Davie.

LEGAL NAME OF FIRM: _____ N/A

Physical address: _____

Phone number _____ Fax number _____

Email address _____

Has the business name changed since it was opened in Broward County? Yes _____ No _____

If Yes please provide the previous business name: _____

Taxpayer Identification Number: _____

Date your business was established in Broward County: _____

Business license: License number: _____ Date issued: _____

_____ A copy of my Business Tax Receipt is attached.

I employ _____ (insert a number) full time employees.

The undersigned states that the forgoing statements are true and correct. The undersigned also acknowledges that any person, firm, corporation or entity intentionally submitting false information to the Town in an attempt to qualify for local preference shall be prohibited from bidding on Town of Davie products and services for a period of one (1) year.

**Town of Davie Bid
B-16-168 Continuing GIS Services**

Authorized Signature: _____ Date: October 6, 2016

Printed Name & Title: James Barton, P.E., LEED AP President

W-9
Form
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer Identifica-
tion Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Florida Technical Consultants, LLC		
	Business name, if different from above Florida Technical Consultants, LLC		
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ♦ ----- <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ♦		
	Address (number, street, and apt. or suite no.) 401 West Atlantic Ave Suite 09		
	City, state, and ZIP code Delray Beach FL 33444		
	List account number(s) here (optional)		
		Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

OR

Employer identification number

47-1886339

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here Signature of
U.S. person ♦

Date ♦ **October 6, 2016**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are

waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Respondents should refer to Sec. 2-57 of the attached form for complete definition of terms.

I, James Barton, P.E., LEED AP representing Florida Technical Consultants, LLC
declare that I have read the attached form and that (check one):

☒ My company is not interested in lobbying either staff or elected officials on any
subject associated with this Request for Proposal (RFP)

☐ My company is interested in lobbying either staff or elected officials on matters
associated with this Request for Proposal (RFP). I understand that in order to lobby, I must fill
out the attached form and submit it to the Town Clerk's Office along with a registration fee of
\$50.00.

Title of RFP: Continuing GIS Consulting Services

Bidder Name: Florida Technical Consultants, LLC

Address: 401 West Atlantic Ave Suite 09

Delray Beach FL 33444

Phone Number: 954.914.8488

Fax Number: 561.265.0806

e-mail Address: jbarton@ftechinc.com

Signature: 

Print Name: James Barton, P.E., LEED AP

LOBBYING INTEREST

Respondents should refer to Sec. 2-57 of the attached form for complete definition of terms.

I, James Barton, P.E., LEED AP representing Florida Technical Consultants, LLC declare that I have read the attached form and that (check one):

☒ My company is not interested in lobbying either staff or elected officials on any subject associated with this Request For Proposal (RFP)

☐ My company is interested in lobbying either staff or elected officials on matters associated with this Request For Proposal (RFP). I understand that in order to lobby, I must fill out the attached form and submit it to the Town Clerk's Office along with a registration fee of \$50.00.

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Address: 401 West Atlantic Ave Suite 09

Delray Beach FL 33444

Phone Number: 954.914.8488

Fax Number: 561.265.0806

Email Address: jbarton@fltechnic.com

Signature: 

Print Name: James Barton, P.E., LEED AP

TOWN OF DAVIE LOBBYIST'S REGISTRATION STATEMENT AND OATH

Registration will be annual, from October 1st to September 30th, and shall be renewed for each year during which lobbying activities are to take place. Only one annual registration form is required. If, however, any of the information required on the registration form is new or changed (for example, a new principal, as defined by Section 2-57 of Ordinance 2012-17, or a new specific subject of lobbying), the Lobbyist must then supplement or amend the registration before additional lobbying. (Ordinance 2012-17, Section 2-58(d))

LOBBYIST INFORMATION (Ordinance 2012-17, Section 2-58(a)(1))

Name N/A

Address _____

(must be a physical address (e.g. not a Post Office Box) where the lobbyist resides or customarily does business)

City _____ State _____ Zip _____ Telephone _____

Explain the nature and extent of any business, professional or familial relationship which the lobbyist, or any member of the lobbyist's immediate family, has had with any Town official, or member of the immediate family of any Town official within the period of time commencing twenty-four (24) months prior to registration.

Explain the nature and extent of any involvement, activity or assistance, whether paid or voluntary, by any lobbyist, or any member of the lobbyist's immediate family, with the current or the most recent campaign of any current elected Town official, or current candidate for Town Council. (2012-017, Section 2-58(a)(3))

LOBBYIST'S PRINCIPAL(S) INFORMATION (Ordinance 2012-17, Section 2-58(a)(4))Name N/AAddress _____
(must be a physical address (e.g. not a Post Office Box) where the principal resides or customarily does business)

City _____ State/Zip _____ Telephone _____

Explain the general and specific matters upon which the lobbyist intends to lobby, if known at the time of registration. *If not* known at time of filing, the registration must be supplemented when the matter is determined. (Ordinance 2012-017, Section 2-58(a)(5))

I hereby acknowledge that I have received a copy of Ordinance 2012-17, concerning registration of lobbyists and acknowledge that any violation of this Ordinance shall result in penalties as stated in said Ordinance. I further acknowledge that this form must be accompanied by payment in the amount of \$50 for each principal represented and by each lobbyist. (Ordinance 2012-17, Section 2-58(b))

I hereby attest and affirm under penalty of perjury, that the facts contained herein are true and correct. Further, I understand that I am required to notify the Town Clerk, in writing, of any changes to the information contained herein and that I am required to complete a lobbyist statement for each new principal or subject matter which occurs throughout the year.

Signature of Lobbyist _____

STATE OF FLORIDA) _____

) SS:
COUNTY OF)

Sworn to and subscribed before me this _____ day of _____ 20__ by _____ who is personally known to me or who has produced _____ as identification.

My Commission expires _____

Name _____ Signature _____

ACKNOWLEDGEMENT OF ADDENDA**INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES****PART I:**

LIST BELOW THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS RFP.

Addendum #1, Dated 9/23/2016
Addendum #2, Dated 10/05/2016
Addendum #3, Dated _____
Addendum #4, Dated _____
Addendum #5, Dated _____
Addendum #6, Dated _____
Addendum #7, Dated _____
Addendum #8, Dated _____

PART II:☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.FIRM NAME: Florida Technical Consultants, LLCAUTHORIZED SIGNATURE:  DATE: October 6, 2016TITLE OF OFFICER: James Barton, P.E., LEEDAP President



ADDENDUM TO BID DOCUMENTS

SOLICITATION B-16-168 Continuing GIS Services

ADDENDUM No. 1 **BID OPENING DATE** 10/6/16 @ 2:00pm **TODAY'S DATE** 9/23/2016

To All Bidders:

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession and acknowledge receipt of this addendum in the space provided on the bid form.

RFIs

- Q.1: Pipelines: Will the information of the pipelines (coordinate locations, material, year etc..) be provided or will it require field collection and locating the pipelines?
 A.1: This information will be provided by TOD Utilities staff via as-built data and field verification.
- Q.2: Manhole/Cleanout: This will require field survey crew to collect the rim and invert elevations. Will this information be provided or is it requested that we collect this data as well?
 A.2: This information will be provided by TOD Utilities staff via as-built data and field verification.
- Q.3: Fire Hydrant/Lift Station/Backflow Prevention Devices: Once again will the information be provided to map or data collection is part of these items as well?
 A.3: Same as above with the addition of hydrant maintenance vendor data.
- Q.4: TOD utilities: Is it required to provide coordinate locations of TOD utilities in survey grade accuracy or if sub-meter (2-3 feet) accuracy is acceptable. (This question applies to all other items above)
 A.4: Only water meter coordinates would require survey grade; for all other data points sub-meter will be sufficient.
- Q.5: How strict are the experience qualifications you are seeking in the candidate? Our survey department had an underground utilities data collection project that we can transform into a GIS application to show as a demonstration of our skills. Would this be acceptable? Additionally, we have numerous GIS projects which show our expertise in the software performing many GIS functions however it isn't all applicable to utility work. Is this acceptable?

- A.5: We are looking for an experienced team in the ESRI GIS online platform that can provide ongoing support to utility specific existing layers and new data layers as required.

Reviewed by:



Purchasing Manager
Purchasing Division

Acknowledged by:

Florida Technical Consultants, LLC

Contractor

James Barton, P.E., LEED AP

Authorized Representative (Printed)
President

Title

Signature

October 6, 2016

Date

PROPOSAL SIGNATURE PAGE FOR CORPORATION

The officers of the Corporation are as follows:

	<u>NAME</u>	<u>ADDRESS</u>
President	James Barton, P.E., LEED AP	401 West Atlantic Ave Suite 09 Delray Beach FL 33444
Vice-President	N/A	
Secretary	N/A	
Treasurer	N/A	
Registered Agent	N/A	

The full names and residences of stockbrokers, persons, or firms interested in the foregoing Proposal, as principals, are as follows:

James Barton, P.E., LEED AP 12008 North Lake Drive Boynton Beach, FL 33436

Post Office Address

PROPOSER:

Florida Technical Consultants, LLC

(CORPORATE NAME)

jbarton@fltechinc.com

PRESIDENT'S SIGNATURE AND E-MAIL ADDRESS

Is this corporation incorporated in the State of Florida?

ATTEST:

SECRETARY

YES ☒ NO ☐

If no, give address of principal place of business:

PROPOSAL SIGNATURE PAGE FOR SOLE PROPRIETOR OR PARTNERSHIP

The full names and residences of persons, partners or firms interested in the foregoing Proposal, as principals, are as follows:

N/A

PROPOSER

(FIRM NAME)

Witnesses:

(SEAL)

SIGNATURE AND E-MAIL ADDRESS

PRINT NAME

Title (Sole Proprietor or Partner)

Post Office Address:

TELEPHONE

CITY in which fictitious name is registered.


Attach a copy of proof of registration

DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



VENDOR'S SIGNATURE

James Barton, P.E., LEED AP

PRINTED NAME

Florida Technical Consultants, LLC

NAME OF COMPANY

SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, or candidate would be influenced thereby."... The term 'public officer' includes any person elected or appointed to hold office in any agency, including any person serving on an advisory body."

The Town of Davie policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the Town does business. Only advertising office stationery or supplies of small value are exempt from this policy - e.g. calendars, note pads, pencils.

The State of Florida definition of "gifts" includes the following:

- Real property or its use,
- Tangible or intangible personal property, or its use,
- A preferential rate of terms on a debt, loan, goods, or services,
- Forgiveness of indebtedness,
- Transportation, lodging, or parking,
- Membership dues,
- Entrance fees, admission fees, or tickets to events, performances, or facilities,
- Plants, flowers or floral arrangements

Services provided by persons pursuant to a professional license or certificate. Other personal services for which a fee is normally charged by the person providing the services. Any other similar service or thing having an attributable value not already provided for in this section. To this list, the Town of Davie has added food, meals, beverages, and candy.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.



 SIGNATURE

 James Barton, P.E., LEED AP
 PRINTED NAME

 Florida Technical Consultants, LLC
 NAME OF COMPANY

 President
 TITLE

Failure to sign this page shall render your bid non-responsive

**Town of Davie
B-16-168
Continuing GIS Services**

SOURCE OF INFORMATION

How did you find out about this solicitation? Check all that applies.

- | | | |
|---|-------------------------------------|-----------------------------|
| 1. www.davie-fl.gov | <input type="checkbox"/> | |
| 2. www.demandstar.com | <input checked="" type="checkbox"/> | |
| 3. The Sun Sentinel | <input type="checkbox"/> | |
| 5. Referral/word-of-mouth | <input type="checkbox"/> | Specify Source: _____ |
| 6. Search Engine/Internet search | <input type="checkbox"/> | |
| 7. E-mail, newsgroup, online chat
_____ | <input type="checkbox"/> | Specify _____ Source: _____ |
| 8. Banner or Link on another website | <input type="checkbox"/> | |
| 9. Flyer, newsletter, direct mail | <input type="checkbox"/> | Specify Source: _____ |
| Other
_____ | <input type="checkbox"/> | Specify _____ Source: _____ |

Please note: This survey form is used for internal Procurement purposes only.

**Town of Davie
B-16-168
Continuing GIS Services**

INDEMNIFICATION CLAUSE

The Contractor shall indemnify, defend and hold harmless the Town Council, the Town of Davie and their agents and employees from and against all claims, damages, losses and expenses (including attorney's fees) arising out of or resulting from the contractor's performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or damage on destruction of property including the loss of use resulting there from, and (2) is caused in whole or in part by any breach or default by Contractor or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless or whether or not it is caused in part by a party indemnified hereunder.

Florida Technical Consultants, LLC
Proposer's Name

[Signature]
Signature

October 6, 2016

Date

STATE OF FLORIDA
COUNTY OF BROWARD

SWORN TO AND SUBSCRIBED before me, the under signed authority,

James Barton, P.E., LEED AP who, after first being sworn by me, affixed his/her
[name of individual signing]
signature in the space provided above on this 4 day of October, 2016

[Signature]

NOTARY PUBLIC



**Town of Davie
B-16-168
Continuing GIS Services**

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the **TOWN OF DAVIE, FLORIDA**

By: James Barton, P.E., LEED AP
(print individual's name and title)
For: Florida Technical Consultants, LLC
(print name of entity submitting sworn statement)

whose business address is: 401 West Atlantic Ave Suite 09 Delray Beach FL 33444

and (if applicable) its Federal Employer Identification Number (FEIN) is: 47-1886339
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____ - _____ - _____).

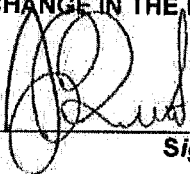
2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or non contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers' directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, and partners. Shareholders, employees, members, and agents who are active in

**Town of Davie
B-16-168
Continuing GIS Services**

management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).
- ☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



James Barton, P.E., LEED AP

Signature

Sworn to and subscribed before me this 4 day October, 2016

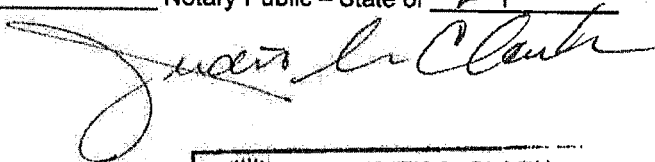
Personally known

OR

Produced identification _____

Name of Notary

Notary Public - State of FL

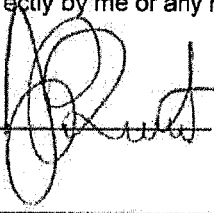


Town of Davie
B-16-168
Continuing GIS Services

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA }
 } SS:
COUNTY OF Palm Beach }

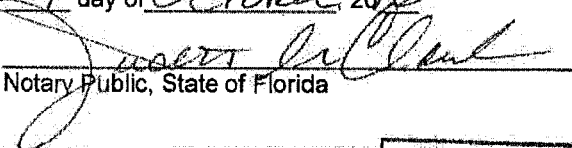
I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the Town of Davie, its elected officials, and Florida Technical Consultants, LLC or its design consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.



By: James Barton, P.E., LEED AP

Title: President

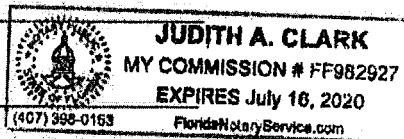
Sworn and subscribed before this

4 day of October 2016


Notary Public, State of Florida

(Printed Name)

My commission expires: _____



**Town of Davie
B-16-168
Continuing GIS Services**

NON-COLLUSIVE AFFIDAVIT

STATE OF FLORIDA }

COUNTY OF Palm Beach }

SS:

James Barton, P.E., LEED AP

being first duly sworn, deposes and says that:

a) He/she is the President, (Owner, Partner, Officer, Representative or Agent) of Florida Technical Consultants, LLC the Proposer that has submitted the attached Proposal;

b) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

c) Such Proposal is genuine and is not collusive or a sham Proposal;

d) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from proposing in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;

e) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

[Signature]
Witness

[Signature]
Witness

By: [Signature]

James Barton, P.E., LEED AP
(Printed Name)

PRESIDENT
(Title)

Town of Davie
B-16-168
Continuing GIS Services

ACKNOWLEDGMENT

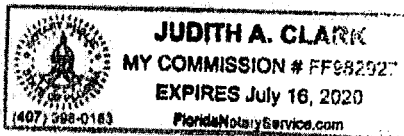
STATE OF FLORIDA }
 } SS:
COUNTY OF Palm Beach }

BEFORE ME, the undersigned authority personally appeared James Barton, P.E., LEED AP to me well known and known by me to be the person described herein and who executed the foregoing Affidavit and acknowledged to and before me that James Barton executed said Affidavit for the purpose therein expressed.

WITNESS, my hand and official seal this 4 day of October, 2016.

My Commission Expires:

Judith A. Clark
Notary Public State of Florida at Large



**Town of Davie
B-16-168
Continuing GIS Services**

PROPOSER QUESTIONNAIRE

1. Today's Date: October 6, 2016
2. Name of Company Submitting Proposal: Florida Technical Consultants, LLC
3. How many years has your firm been in business under its present business name?: 2
3. Under what other former name(s) has your firm operated?: None
4. Have any similar agreements held by proposer for a similar project to the proposed project ever been canceled? Circle one: ☒ No Yes If yes, please explain: _____
5. Has the proposer or any principals of the firm failed to qualify as a responsible proposer, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years? Circle one: ☒ No Yes
If yes, please explain: _____
6. Has the proposer or any principals of the firm ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? Circle one: ☒ No Yes
If yes, please explain and give date, court jurisdiction, action taken, and any other explanation deemed necessary: _____
7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this BID. Please attach certificate of competency and/or State registration.
Florida Corporate Charter: L14000011037
Florida Professional Engineering License number: 30931
8. List the pertinent experience of the key individuals of your firm (continue on insert sheet if necessary): James Barton, P.E., LEED AP - ESRI instructor/GIS
9. State the name and title of the individual who will have personal management of the work: _____
James Barton, P.E., LEED AP

**Town of Davie
B-16-168
Continuing GIS Services**

10. State the name and address of attorney, if any, for the firm: N/A

11. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Proposer's business and indicate the percentage owned of each such business and/or individual:

James Barton, P.E., LEED AP 100% 401 West Atlantic Ave Suite 09
Delray Beach FL 33444

12. State the names, addresses and the type of business of all firms that are partially or wholly owned by Proposer: Florida Technical Consultants, LLC

13. Bank references:

<u>BANK NAME</u>	<u>ADDRESS (CITY, STATE, ZIP)</u>	<u>PHONE</u>
<u>Wells Fargo</u>	<u>8768 Boynton Beach Blvd., Boynton Beach FL 33472</u>	<u>(561) 731-3806</u>

14. Surety (bonding) references – Attach a letter specifying maximum bondability from at least one (1) surety reference named below (Refer to Section 2.0, Item 10-10.1)

<u>SURETY</u>	<u>ADDRESS (CITY, STATE, ZIP)</u>	<u>PHONE</u>
<u>N/A</u>		

15.. Firm has attached a current Certificate of Liability Insurance? ☒ Yes ☐ No

16. Litigation/Judgements/Settlements/Debarments/Suspensions – Submit information on any pending litigation and any judgements and settlements of court cases relative to providing the services requested herein that have occurred within the last three (3) years. Also indicate if your firm has been debarred or suspended from bidding or proposing on a procurement project by any government entity during the last five (5) years. N/A



The undersigned hereby acknowledges that

June 26, 2008
Inspector Number 19923
8 PCHs—Provided 6049

Heather Ritchie
Heather Ritchie

10/24/44



GREEN BUILDING CERTIFICATION INSTITUTE

1624 J. Neurosci., September 24, 2008 • 28(39):1620–1624

James Barton

MAJ. AMELYN'S DISCOVERY OF

LEED® ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GRASS BUILDINGS THAT THEY
REQUIRED FOR THE SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY
AND ENVIRONMENTAL DESIGN (LEED) GREEN BUILDING RATING SYSTEM

94 R 100

June 15, 2009

File - 3-11-15-

Page 13 of 14

FTC is a Silver Tier ESRI Partner. FTC is recognized by ESRI as a firm that actively promotes GIS to the community.



Partner Network

FTC is an Online Specialty Partner. FTC has advanced skills in implementing ArcGIS Online for increasing field mobility.



ArcGIS Online

M/WBE

**Palm Beach County
Office of Small Business Assistance**

Florida Technical Consultants, LLC
VENDOR # VSD000002820

*In a Kinell Meadows Eminent Domain proceeding by Session 2002-1 - 2002-2 of the Foothill Area
County Code for a three year period from June 30, 2003 to June 29, 2005
The following Narratives and Proposals are covered under this contract*

Civil Engineering, Geographic Information Systems (GIS),
Highways, Streets, Airport Pavement, Parking Lots, Engineering,
Mapping Services, Digitized Cartography, Wastewater Treatment Engineering,
Water Supply, Treatment, and Distribution Engineering

Author disclosures of potential conflicts of interest and author contributions are found at the end of this article.

Building & Loan
 1000 1st Street
 1st Floor
 Building & Loan
 1000 1st Street
 1st Floor

U.S. GOVERNMENT PRINTING OFFICE
1967 O - 344-444
Property Records Administration
Washington, D. C.



Allen Gray, Attorney
June 28, 2014

State of Florida

Department of State

I certify from the records of this office that FLORIDA TECHNICAL CONSULTANTS, LLC is a limited liability company organized under the laws of the State of Florida, filed on January 21, 2014.

The document number of this limited liability company is L14000011037.

I further certify that said limited liability company has paid all fees due this office through December 31, 2016, that its most recent annual report was filed on January 31, 2016, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Thirty-first day of January,
2016*



Ken Dietzner
Secretary of State

Tracking Number: CC4027601887

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

State of Florida

Board of Professional Engineers

Attests that
James H. Barton, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201703815

P.E. Lic. No:
59257

State of Florida

Board of Professional Engineers

Attests that
Florida Technical Consultants LLC



is authorized under the provisions of Section 471.025, Florida Statutes, to offer engineering services
to the public through a Professional Engineer duly licensed under Chapter 471, Florida Statutes.
Expiration: 2/28/2017
Audit No: 228201700376 1

CA Lic. Nos
30931

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE 06/02/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Hudson Inc.
520 Madison Avenue
32nd Floor
New York, NY 10022
NAE: 211
Florida Technical Consultants, LLC
401 W Atlantic Ave Suite 20
Delray Beach, FL 33444

INSURED
NAME: Hudson Inc.
ADDRESS: 520 Madison Avenue
CITY: New York, NY 10022
STATE: NY
ZIP: 10022
BUSINESS ADDRESS: 401 W Atlantic Ave Suite 20
CITY: Delray Beach, FL 33444
STATE: FL
ZIP: 33444

COVERAGES **CERTIFICATE NUMBER:** UDC-1734967-EO-16 **REVISION NUMBER:** 04/18/2016

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	COVERAGE	POLICY NUMBER	POLICY PERIOD	REVISION NUMBER	LIMITS
COMMERCIAL GENERAL LIABILITY	CLAIMS-MADE	UDC-1734967-EO-16	04/18/2016	04/18/2017	EACH OCCURRENCE: \$2,000,000 AGGREGATE: \$2,000,000
CIVIL AGGREGATE LIMIT APPLIES PER POLICY	POU				
AUTOMOBILE LIABILITY	ANY AUTO				
UNEMPLOYMENT LIABILITY	ANY EMPLOYER				
PRODUCTS-COMPLETION	PRODUCTS-COMPLETION				
EL DISEASE-LEAD/POISONING	EL DISEASE-LEAD/POISONING				

CERTIFICATE HOLDER: Florida Technical Consultants, LLC
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

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ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE 06/02/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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NAE: 211
Florida Technical Consultants, LLC
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INSURED
NAME: Hudson Inc.
ADDRESS: 520 Madison Avenue
CITY: New York, NY 10022
STATE: NY
ZIP: 10022
BUSINESS ADDRESS: 401 W Atlantic Ave Suite 20
CITY: Delray Beach, FL 33444
STATE: FL
ZIP: 33444

COVERAGES **CERTIFICATE NUMBER:** UDC-1734967-COL-16 **REVISION NUMBER:** 04/18/2016

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	COVERAGE	POLICY NUMBER	POLICY PERIOD	REVISION NUMBER	LIMITS
COMMERCIAL GENERAL LIABILITY	CLAIMS-MADE	UDC-1734967-COL-16	04/18/2016	04/18/2017	EACH OCCURRENCE: \$1,000,000 AGGREGATE: \$1,000,000
CIVIL AGGREGATE LIMIT APPLIES PER POLICY	POU				
AUTOMOBILE LIABILITY	ANY AUTO				
UNEMPLOYMENT LIABILITY	ANY EMPLOYER				
PRODUCTS-COMPLETION	PRODUCTS-COMPLETION				
EL DISEASE-LEAD/POISONING	EL DISEASE-LEAD/POISONING				

CERTIFICATE HOLDER: Florida Technical Consultants, LLC
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

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**Town of Davie
B-16-168
Continuing GIS Services**

17. Disclosure of Conflict of Interest

VENDOR SHALL DISCLOSE BELOW, TO THE BEST OF HIS OR HER KNOWLEDGE, ANY TOWN OF DAVIE OFFICER OR EMPLOYEE, OR ANY RELATIVE OF ANY SUCH OFFICER OR EMPLOYEE AS DEFINED IN SECTION 112.3135, FLORIDA STATUTES, WHO IS AN OFFICER, PARTNER, DIRECTOR OR PROPRIETOR OF, OR HAS A MATERIAL INTEREST IN THE VENDOR'S BUSINESS OR ITS PARENT COMPANY, ANY SUBSIDIARY, OR AFFILIATED COMPANY, WHETHER SUCH TOWN OFFICIAL OR EMPLOYEE IS IN A POSITION TO INFLUENCE THIS PROCUREMENT OR NOT.

Name	Relationship
N/A	

Florida Technical Consultants, LLC
FIRM NAME

SIGNATURE OF AUTHORIZED AGENT

James Barton, P.E., LEED AP President

NAME & TITLE, TYPED OR PRINTED

STATE OF Florida)
COUNTY OF Palm Beach) SS

The foregoing instrument was sworn to and subscribed before me this 4 day of October 2016
by James Barton who is personally known to me or produced
as identification.

NOTARY PUBLIC, State of _____

Commission No.: _____

Print Name: _____

Commission Expires: _____

SEAL

(if Corporation)



**ADDENDUM TO BID DOCUMENTS****SOLICITATION** B-16-168 Continuing GIS Consulting Services**ADDENDUM No.** 2 **BID OPENING DATE** October 11, 2016 @ 2:00pm **TODAY'S DATE** 10/5/2016

To All Bidders:

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession and acknowledge receipt of this addendum in the space provided on the bid form.

Notification:

Due to potential weather conditions the Town has extended the due date for the RFP until October 11, 2016 @ 2:00pm.

Reviewed by:

Purchasing Manager
Purchasing Division

Acknowledged by:	<u>FLORIDA TECHNICAL CONSULTANTS</u>
Contractor	<u>JAMES BAZZON</u>
Authorized Representative (Printed)	<u>PRESIDENT</u>
Title	<u>[Signature]</u>
Signature	<u>[Signature]</u>
Date	<u>Oct/11/2016</u>

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

Item Number: 14.

To: Mayor and Councilmembers
From: Brian K. O'Connor, Procurement Manager
Prepared By: Brian K. O'Connor, Procurement Manager - Budget Finance
Subject: Resolution
Affected District: Town Wide
Item Request: Schedule for Council Meeting

Title of Agenda Item: **BID SELECTION - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE TOP RANKED FLORIDA TECHNICALS CONSULTANTS, LLC. IN ACCORDANCE WITH RFP# B-16-168 TO CONTINUING GIS CONSULTING SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.**

Executive Summary: The Procurement Division solicited a Request for Proposal #B-16-168 for Continuing GIS Consulting Services for Town of Davie (TOD) and the TOD's water and sewer utility system and service area. The applications for which consulting services will be needed will require close and frequent liaison with the TOD Utilities Director and IT Director. Priorities and delivery schedules will be established by TOD Utilities/IT Departments and may be changed or amended frequently. Most projects will be web and web applications based, and may include but are not limited to, the following:

- Create web applications for the field collection of various utility infrastructure assets
- Update existing GIS desktop utility map and existing web based utility map to include all provided as-built information including, manhole structure, pipeline, valve, water and sanitary service line, water/ IQ meter, backflow preventer, fire hydrant, lift station, inter-connects, air relief valves, well data and any other applicable utility asset
- Attributes to be added/ verified include:
 - Boundaries
 - Service Area boundaries
 - Neighborhood/ Subdivision Boundaries
 - Municipal Boundaries
- Pipelines:
 - Material (Pipe & Casing)
 - Year Constructed/ Rehabilitated
 - Diameter (Pipe & Casing)
 - Abandoned vs in service
 - Flow Directions
 - Main break locations & year
 - Valve locations, type
 - Chlorine residual data
- Utility Easements - O.R. book & Page #
- Manhole/ Cleanout
 - Rim & Invert elevations
 - Year Constructed/ Rehabilitated
- Fire Hydrant
 - Number
 - Flow rating & recent test flow data
- Lift Station
 - Number
 - Public VS Private
 - Pump information & design flow rate
 - Wet-well Depth & influent/ effluent pipe data
 - Contributing areas/ cascading station information
- Backflow Prevention Devices
 - Year Installed
 - Type/ size
 - Certification # & Date
- Provide TOD Utilities/IT Departments GIS data to third parties as directed by the TOD Utilities/IT Directors
- Host accessible GIS data during the collection and quality control portion of the process and provide final data to TOD Information Technology (IT) Department for final input.

- Update existing GIS utility map to include Town of Davie service area and facilities for use by TOD Utility Locating Contract vendor
- Provide hyperlinks to as-build's on desktop utility map
- Provide training to the respective TOD personnel
- Special work orders for the development of GIS layers for various applications and/or related Capital Improvement project
- Evaluation of existing GIS system, and recommendations for future applications & improvements

Notices were electronically sent to more than 3,165 potential local and national vendors, as well as advertised in the Sun Sentinel, and posted on DemandStar by Onvia, the Town's website and in the Clerks Notice Board.

On October 11, 2016, the Town took receipt of responses from two (2) companies:

- Florida Technical Consultants (FTC)
- Calvin Giordano & Associates Inc.

The Review Committee convened (10/28/16) to evaluate the proposals based on the criteria stated in the RFP document.

After review of the proposals, the Review Committee's final decision was to enter into negotiations with FTC and bring back a final agreement to Council at a subsequent date.

- Key Points:**
- Two companies responded to the RFP
 - Services will be used to update existing GIS Utility Maps
 - FTC was determined to be the best overall vendor for the Town

**Previous
Actions:**

Concurrences: Review Committee meeting on 10/28/16, comprised of Tim Scharff, Ron Bolton and Bill Peele.

Fiscal Impact:

Has request been budgeted? N/A

If yes expected cost:

Account name and number:

If no, amount needed: Final costs to be negotiated

Account name funds will be appropriated from 400.60.100.536-53107

Additional Comments Final agreement to be brought back to Town Council for approval.

Recommendation: Motion to approve

Strategic Goals This Item Supports:

Commitment to Customer Satisfaction, Dedication to Excellence in Service Delivery, Creating an Environment that is Conducive to Innovation, Creativity, and Collaboration, Nurturing the health, safety, and welfare of the community

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Resolution B-16-168 Continuing GIS Consulting Services.docx	Resolution
<input type="checkbox"/> Backup information.pdf	Backup information
<input type="checkbox"/> Sunbiz FTC.pdf	Sunbiz FTC
<input type="checkbox"/> FTC TOD RFQ B-16-168.pdf	FTC Response

RESOLUTION NO. R-2017-023

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE NEGOTIATED AGREEMENT WITH FLORIDA TECHNICAL CONSULTANTS, LLC, FOR CONTINUING GIS CONSULTING SERVICES (RFP# B-16-168) (R2016- 287); AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Davie selected Florida Technical Consultants, LLC as the top ranked company in accordance with RFP# B-16-168 for Continuing GIS Consulting Services; and

WHEREAS, the Town Council authorized the Town Administrator or his designee to negotiate an agreement for these services; and

WHEREAS, after review, the Town Council wishes to accept the negotiated agreement with Florida Technical Consultants, LLC.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby accepts the agreement with Florida Technical Consultants, LLC for Continuing GIS Consulting Services.

SECTION 2. The contract term is for five (5) years beginning January 5, 2017 and ending on January 4, 2022. There are two (2) additional one (1) year renewal options available. Contract extensions will be handled administratively.

SECTION 3. The Town Council hereby authorizes the expenditure from various Utilities Department Professional Services Account. Expenditures will be dependent on usage and within established annual budget.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 4th DAY OF January, 2017.

ATTEST:


TOWN CLERK


MAYOR/COUNCILMEMBER

APPROVED THIS 4th DAY OF January, 2017.

**AGREEMENT No. B-16-168
BETWEEN THE TOWN OF DAVIE
AND
FLORIDA TECHNICAL CONSULTANTS, LLC
FOR
CONTINUING GIS CONSULTING SERVICES**

THIS AGREEMENT is made by and between Florida Technical Consultants, LLC a corporation organized and existing under the laws of the **State of Florida**, with offices at **401 West Atlantic Avenue, Suite 09, Delray Beach, Florida 33444** (hereinafter referred to as the "Contractor"), and the Town of Davie, a political subdivision of the State of Florida, having its principal office at 6591 Orange Drive Davie, Florida 33314 (hereinafter referred to as the "Town").

WITNESSETH:

WHEREAS, the Contractor has offered to provide the materials and/or services and to be bound by the Plans and the terms and conditions of the **Request for Proposals (RFP) No. B-16-168 Continuing GIS Consulting Services**, which includes the General Terms and Conditions of the Request for Proposals, Special Conditions, Specifications, Required Forms and associated addenda attached hereto and incorporated herein as Exhibit "A", and the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B"; and

WHEREAS, the Contractor has submitted a written proposal dated **October 6, 2016**, hereinafter referred to as the "Contractor's Proposal", the terms of which are incorporated herein by reference as if fully set forth herein; and

WHEREAS, the Town desires to procure from the Contractor such services for the Town, in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. The Contractor agrees to provide the materials and/or services pursuant to and to be bound by the terms and conditions of the Request for Proposals, which includes the General Terms and Conditions of the Request for Proposals, Special Conditions, Specifications, Required Forms and associated addenda and the terms of which are incorporated herein by reference as if fully set forth herein and attached hereto as Exhibit "A", and the Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".
2. The Town agrees to abide by and to be bound by the terms of the Request for Proposals, which includes the General Terms and Conditions of the Request for Proposals, Special Conditions, Specifications, Required Forms and associated addenda attached hereto and incorporated herein as Exhibit "A", and by the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".
3. Contractor shall deliver materials and/or provide services in accordance with the terms of the Request for Proposals, which includes the General Terms and Conditions of the Request for Proposals, Special Conditions,

Specifications, Required Forms and addenda attached hereto and incorporated herein as Exhibit "A" and with the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".

4. The Town agrees to make payment in accordance with the terms of the Request for Proposals and Contractor's Fee Schedule attached hereto and incorporated herein as Exhibit "A" and with the terms of Contractor's Proposal attached hereto and incorporated herein as Exhibit "B".

5. This Agreement and attachments hereto constitute the entire agreement between the parties hereto, and its provisions shall not be amended, except in writing, after formal approval by both parties.

6. The initial Agreement term will commence on January 5, 2017 and expire on January 4, 2022. The Town reserves the right to extend the agreement for two (2) additional one-year periods upon mutual agreement between the parties. Any extension to this Agreement shall be in writing. The Town Administrator is authorized to extend or terminate this Agreement on behalf of the Town.

7. In addition to any other contractual indemnification provisions in Exhibit "A" or Exhibit "B" in favor of the Town, Contractor hereby agrees to indemnify and hold the Town harmless from any and all claims, suits, actions, damages, causes of action, and attorney's fees, arising from any personal injury, loss of life, or damage to person or property sustained by reason of or as a result of the products or materials used or supplied in the performance of this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on this 12 day of December, 2016

Florida Technical Consultants, LLC

By: 
(Signature)

Name: JAMES BARTON
(Print)

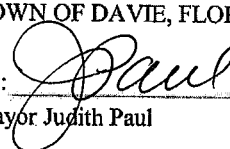
Title: PRESIDENT

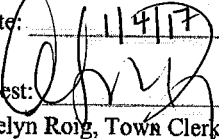
Date: DEC 12 2016

Attest: 
Corporate Seal/Notary Public

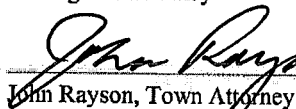
Corporate Seal/Notary Seal

TOWN OF DAVIE, FLORIDA

By: 
Mayor Judith Paul

Date: 11/14/17
Attest: 
Evelyn Roig, Town Clerk

Approved as to form
and legal sufficiency


John Rayson, Town Attorney

Pay to the Order of
Regions Bank
Davie Branch, FL 33445
888-888-8888
For Deposit Only
TEB Center
3408888888

Page 2 of 2

TAO
VENDOR 



Florida Technical Consultants, LLC
401 West Atlantic Avenue Suite 09
Delray Beach, FL 33444
Tel (561) 265-3790 x 107
www.fltechinc.com

Continuing Professional Services Agreement For

TOWN OF DAVIE
RFP No. B-16-168
Continuing GIS Consulting Services

November 28, 2016

Florida Technical Consultants Fee Schedule 2016 - 2022

Position	Rate	Rate	Rate
	Aug 2016 – Sept 2018	Oct 2018 – Sept 2020	Oct 2020 – Sept 2022
Project Manager	\$ 125	\$ 130	\$ 135
Senior Professional Engineer	\$ 125	\$ 130	\$ 135
Project Engineer	\$ 115	\$ 120	\$ 125
Project GIS Analyst	\$ 110	\$ 115	\$ 120
Sr. CAD Manager	\$ 95	\$ 100	\$ 105
Field Inspector	\$ 95	\$ 100	\$ 105
Junior Engineer	\$ 95	\$ 100	\$ 105
GIS Specialist	\$ 95	\$ 100	\$ 105
CAD Technician	\$ 80	\$ 85	\$ 90
GIS Technician	\$ 80	\$ 85	\$ 90
Clerical	\$ 50	\$ 50	\$ 55

Should you have any questions, please do not hesitate to contact me at my office at (954) 954-8488, or send me an electronic message at jbarton@fltechinc.com.

Respectfully submitted,

James Barton, P.E.
President
Florida Technical Consultants

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

Item Number: 35.

To: Mayor and Councilmembers

From: Don Bayler, Utilities

Prepared By: Heidi G. Klemm - Utilities

Subject: Resolution

Affected District: Town Wide

Item Request: Schedule for Council Meeting

Title of Agenda Item: **AGREEMENT - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING THE NEGOTIATED AGREEMENT WITH FLORIDA TECHNICAL CONSULTANTS, LLC, FOR CONTINUING GIS CONSULTING SERVICES (RFP# B-16-168)**

Executive Summary: We are requesting Town Council approval of the negotiated agreement for Continuing GIS Consulting Services.

Key Points:

- The Town Council approved the selection of Florida Technical Consultants, LLC as the company best suited to provide continuing GIS consulting services.
- The Town Council authorized the Town Administrator or his designee to negotiate an agreement for these services.
- We are requesting Council approval of this negotiated agreement.
- The agreement term is for five (5) years through January 4, 2022. There are two (2) additional one (1) year renewal options available for this agreement.

Previous Actions: R2016-287

Concurrences: The Utilities Department and Procurement Manager have reviewed and approved this negotiated agreement.

Fiscal Impact:

Has request been budgeted? Yes

If yes expected cost: Dependent on usage and within established budget

Account name and number: 400.60.100.536-53107 - Professional Services

If no, amount needed:

Account name funds will be appropriated from

Additional Comments

Recommendation: Motion to approve**Strategic Goals This Item Supports:**

Commitment to Customer Satisfaction, Dedication to Excellence in Service Delivery, Nurturing the health, safety, and welfare of the community

ATTACHMENTS:

File Name	Description
 R2017 -AGREEMENT - FLORIDA TECHNICAL CONSULTANTS (GIS).docx	Resolution
 B-16-168 GIS Services Agreement-FTC JHB.pdf	Agreement with Florida Technical Consultants

GIS Services

Company Name: City of Cooper City

Date: 11/14/2018

Contact Name: Michael Bailey

Contact method: Telephone 954-434-5519

Bidder: Florida Technical Consultants

Reference Questions:

1. What type of project was performed?

GIS for Utility, Public Works and Planning Departments. First created and now maintain and improves.

2. What year did the contractor perform work for your company?

Approximately 2015 – present

3. What was the contract value?

On-going services approximately \$40,000 annually.

4. Was the work performed and completed on time?

Yes

5. Would you hire the contractor again?

Yes – Absolutely

GIS Services

Company Name: South Martin Regional Utility

Date: 11/14/2018

Contact Name: Mario Loaiza

Contact method: Telephone 772-546-6259

Bidder: Florida Technical Consultants

Reference Questions:

1. What type of project was performed?

Ad Hoc GIS Services.

2. What year did the contractor perform work for your company?

Approximately 2016 – present. Just renewed the contract for an additional 3 years.

3. What was the contract value?

On-going services approximately \$50,000 annually.

4. Was the work performed and completed on time?

Yes

5. Would you hire the contractor again?

Yes

GIS Services

Company Name: Town of Davie (formerly)

Date: 11/14/2018

Contact Name: Ron Bolton

Contact method: Telephone 954-593-3823

Bidder: Florida Technical Consultants

Reference Questions:

1. What type of project was performed?

Water and Sewer model and Infrastructure layers

2. What year did the contractor perform work for your company?

Water and Sewer model = 8 months and Infrastructure layers are ongoing.

3. What was the contract value?

Water and sewer model = \$125,000 and infrastructure layers are \$50,000 to \$60,000 annually

4. Was the work performed and completed on time?

Yes- always. Flexible – good at switching priorities as needed.

5. Would you hire the contractor again?

Yes – Definitely



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, P.E., Town Engineer
DATE: 12/13/2018
SUBJECT: Surveying Purchase Order for Green Meadows Drainage Project

Recommendation

Consideration of approval of a Resolution authorizing a work order for Craven Thompson and Associates to complete surveying for the Florida Department of Environmental Protection funded Green Meadows Drainage project for FY 2019.

Strategic Priorities

- A. Sound Governance
- D. Improved Infrastructure

Background

The Green Meadows Neighborhood is prone to flooding. The Town of Southwest Ranches identified this comprehensive drainage project in the Capital Improvement Element, which is shown on the Grantee's Tertiary Drainage Plan (TDP). The TDP has been approved and prioritized by both the Town Council and the Drainage and Infrastructure Advisory Board. This project is also supported by the South Broward Drainage District.

The project will remove flood waters from roadways in the heavily travelled area of Southwest Ranches. The improvements will provide critical drainage capacity for stormwater runoff, thereby reducing roadway flooding, property damage, and personal injury to motorists and

pedestrians. The grant funded project includes furnishing of all labor, materials, tools, equipment, machinery, expertise, services, and all else necessary for proper construction and completion of the project consisting of excavation, construction of storm drainage pipe, construction of concrete catch basins and inlets with grates, grading, filling and street repair and repaving, and installation of swales and grass sodding.

The Town was appropriated \$500,000 from the State Legislature for this project and the Town is anticipating a match of \$100,000. The Town recently entered into an agreement with the Florida Department of Environmental Protection via Resolution 2018-065 to begin the improvements. The work will be phased over two fiscal years and must be completed before June 2021.

The Town has a continuing contract with Craven Thompson and Associates, and staff desires to issue a Purchase Order for the surveying and engineering design portion of this project.

Fiscal Impact/Analysis

The Town received a proposal from Craven Thompson and Associates for surveying totaling \$53,500 (a not to exceed amount), which is 100% grant reimbursable. Grant funding in the amount of \$250,000 is available in the Fiscal Year 2019 approved Budget - Municipal Transportation Fund account #101-5100-541-63260 (Infrastructure - Drainage).

Staff Contact:

Rod Ley, P.E., Town Engineer

Emily Aceti, Community Services Manager

ATTACHMENTS:

Description	Upload Date	Type
Resolution - TA Aproved	12/5/2018	Resolution
Exhibit - Craven Thompson Proposal	12/5/2018	Exhibit

RESOLUTION NO. 2019 -

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF FIFTY-THREE THOUSAND FIVE HUNDRED DOLLARS (\$53,500.00) TO RETAIN CRAVEN THOMPSON AND ASSOCIATES FOR SURVEYING SERVICES FOR THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) FUNDED GREEN MEADOWS DRAINAGE IMPROVEMENTS; AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town desires to complete the FDEP Green Meadows drainage improvement project; and

WHEREAS, the Town's Drainage and Infrastructure Advisory Board has ranked and prioritized this project; and

WHEREAS, this project is specifically named in the FY 2018-2019 Town Budget; and

WHEREAS, the Town is prepared to complete the project at an estimated total cost of Six Hundred Thousand Dollars (\$600,000.00); and

WHEREAS, the State Legislature has appropriated Five Hundred Thousand Dollars (\$500,000.00) to assist the Town in completing this project; and

WHEREAS, pursuant to Resolution No. 2018-065 the Town entered into an agreement with the Florida Department of Environmental Protection to accept this funding; and

WHEREAS, the Town specifically named this improvement with grant funding in the FY 2018-2019 Town Budget Account # 101-5100-541-63320 (Infrastructure – Drainage); and

WHEREAS, the project will require a Town contribution in the FY 2019-2020 Town Budget; and

WHEREAS, these improvements must be completed by June 2021; and

WHEREAS, the project includes excavation, construction of concrete drainage structures and inlets with grates, swale grading, asphalt restoration, and installation of grass sod; 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 surveying services; and

WHEREAS, on September 15, 2014, pursuant to Resolution No. 2014-056, the Town approved a continuing contract for surveying services with Craven Thompson and Associates; and

WHEREAS, Craven Thompson and Associates provided a proposal for surveying services for this project in the amount of Fifty-Three Thousand Five Hundred Dollars (\$53,500.00); and

WHEREAS, the Town Council believes the approval of this purchase order to complete the surveying and design work for the drainage project is in the best interest of the health, safety, and welfare of its residents; and

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 Purchase Order with Craven Thompson and Associates in the not to exceed amount of Fifty-Three Thousand Five Hundred Dollars (\$53,500.00) for surveying services relating to the Green Meadows Drainage project, in substantially the same form as that attached hereto as Exhibit "A".

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

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

Ranches, Florida, this 13th day of December, 2018 on a motion

by _____ and seconded by _____.

McKay _____
Jablonski _____
Fisikelli _____
Hartmann _____
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
115219182

October 30, 2018

*e-mail: rley@southwestranches.org
cc: eaceti@southwestranches.org*

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

**RE: TOPOGRAPHIC SURVEY
GREEN MEADOWS DRAINAGE PROJECT
CT&A PROPOSAL NO. 2018-T04.345**

CRIVEN THOMPSON



& ASSOCIATES INC.

Engineers
Planners
Surveyors
Landscape Architects

Dear Rod:

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

I. SURVEYING SERVICES

1.1 Topographic Survey (CT&A Task No. 11050)

Prepare a topographic survey of portions of the following multiple roadways within the Town. The survey will include locations within the full right-of-way of the roads listed below. The total project length, including all adjacent side street sections, covers approximately 10,215 lineal feet. The project limits are shown on the attached Exhibit 'A'.

1. SW 162th Avenue, from 100 feet north of SW 53rd St, southerly 2,840 feet to the south line of Dykes Farm. This section is to include full right-of-way and include all driveway materials.
2. SW 163rd Avenue, from 470 feet north of SW 53rd St, southerly 2,540 feet. This section is to include full right-of-way and identify all driveway materials.
3. SW 164th Terrace, from 50 feet north of SW 51rd Manor, southerly 2,720 feet to the south right-of-way of a drainage ditch, running east and west. This section is to include full right-of-way and identify all driveway materials.

3563 N.W. 53rd Street
Fort Lauderdale, FL 33309-6311
(954)739-6400
Fax (954) 739-6409

4. SW 51st Manor, from 50 feet east of SW 164th Terrace, westerly 415 feet to the west side of a canal right-of-way, running north and south. This section is to include full right-of-way and identify all driveway materials.
 5. SW 54th Place, from SW 163rd Avenue, westerly 1,030 feet through a portion of unopened right-of-way, to the paved portion of SW 54th Place, and continue west to the west side of a canal right-of-way, running north and south. This section is to include full right-of-way and identify all driveway materials.
 6. SW 53rd Street, from the east right-of-way of SW 162nd Avenue, westerly 670 feet to the west right-of-way of SW 163rd Avenue. This section is to include full right-of-way and identify all driveway materials.
- The survey will meet all the current surveying requirements of the Board of Professional Surveyors and Mappers of the State of Florida, as defined in Chapter 5J-17, Florida Administrative Code.
 - The survey will include the finding or establishing of survey control monumentation for the existing right-of-way, and adjacent properties, in order to tie all improvements to.
 - The location of all above-ground visible improvements, including pavement, slabs, fences, signs, mailboxes, overhead wires and utility features, within the limits of this survey, as defined above.
 - Trees within the right-of-way, three (3) inches in diameter or larger, at breast height, will be located and identified with their common name, if known.
 - Rims, inverts, and pipe sizes will be measured on any drainage structures found along the route, if accessible and physically unobstructed. Otherwise, they will be noted on the drawing.
 - Cross-section elevations will be taken at 50-foot intervals along all roadways, and cover from right-of-way to right-of-way.
 - All elevations will be relative to North American Vertical Datum of 1988 (NAVD88) and based on National Geodetic Survey (NGS), Florida Department of Transportation (FDOT), or South Florida Water Management benchmarks.
 - Benchmarks will be provided on survey control, set on, or immediately adjacent to the project, and shown on the survey for future construction.
 - The preparation of the survey drawing will be in AutoCAD Civil 3D, version 2017 or higher, drawing file format, and provided along with a hard copy, signed and sealed.

Lump Sum:.....\$53,500.00

Approximate time of completion: Ten (10) to twelve (12) weeks, after receipt of Notice to Proceed (weather permitting).

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	\$200/Hour
Senior Supervising Engineer	\$185/Hour
Senior Engineer	\$135/Hour
Project Engineer	\$115/Hour
Engineering Senior CADD Technician	\$95/Hour

Land Surveying & Mapping Services

Principal Surveyor	\$165/Hour
Professional Land Surveyor	\$125/Hour
Project Surveyor	\$115/Hour
Survey CADD / GIS Tech	\$85/Hour
Survey Field Crew (1-Man Crew)	\$92/Hour
Survey Field Crew (2-Man Crew)	\$130/Hour
Survey Field Crew (3-Man Crew)	\$160/Hour
Survey Crew with Laser Scan (3-Man Crew)	\$260/Hour

Landscape Architecture and Planning Services

Principal Landscape Architect / Principal Planner	\$165/Hour
Senior Supervising Landscape Architect	\$150/Hour
Senior Landscape Architect	\$135/Hour
Landscape Architect	\$125/Hour

Project Landscape Designer \$115/Hour
Project Planner \$115/Hour

Construction Administration Services

Director of Construction Management \$145/Hour
Senior Field Representative \$95/Hour
Field Representative \$85/Hour

Miscellaneous

Clerical \$75/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
Enclosure

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

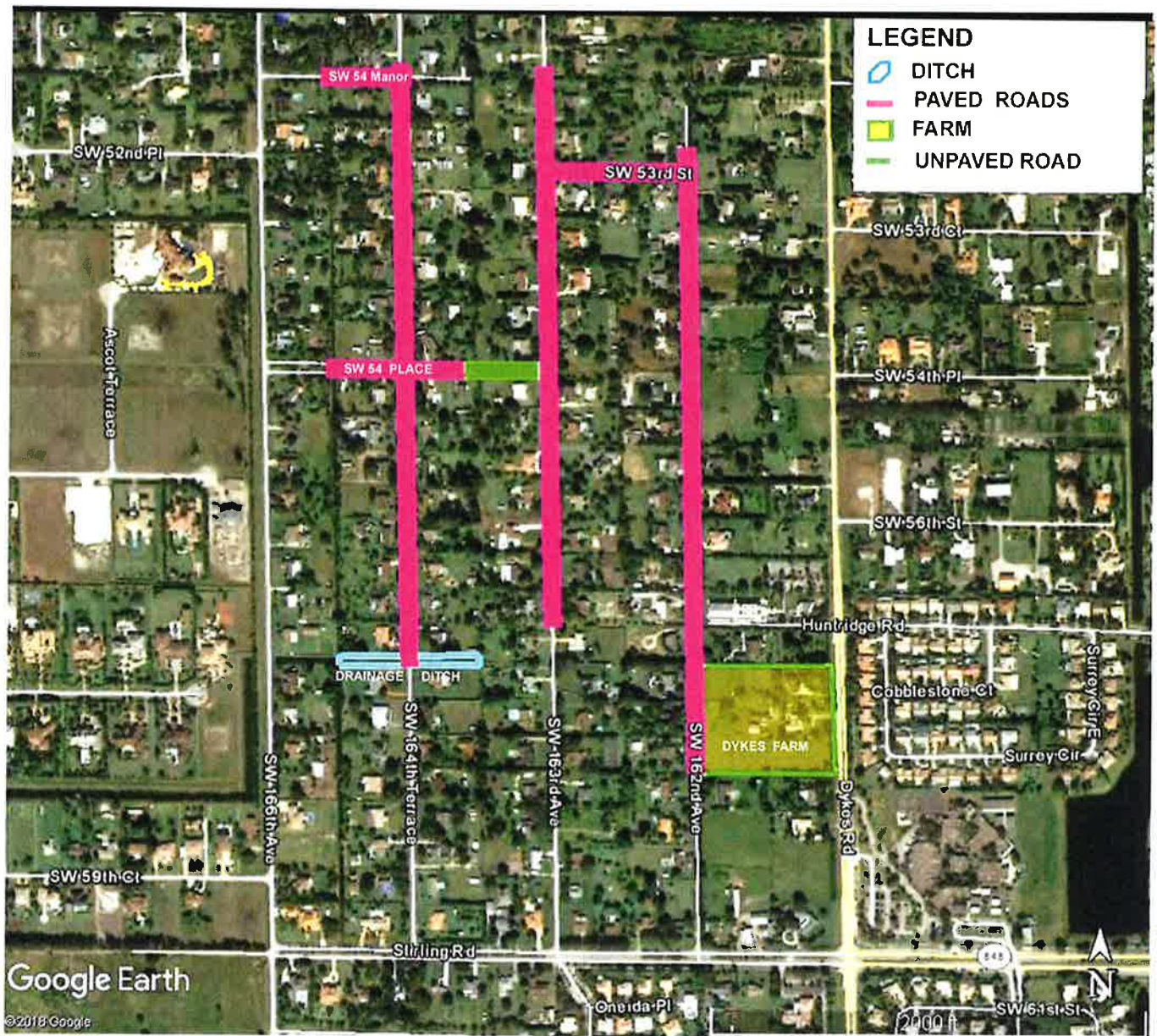
Facsimile Number

EXHIBIT 'A'

GREEN MEADOWS DRAINAGE PROJECT

TOWN OF SOUTHWEST RANCHES, FLORIDA

(10,215 Lineal Feet)



CRAVEN THOMPSON & ASSOCIATES INC.

3563 NW 53 STREET, FORT LAUDERDALE, FL 33309

TEL: 954-739-6400 www.craventhompson.com

October 29, 2018



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
Gary Jablonski, Vice Mayor
Freddy Fisikelli, Council Member
Bob Hartmann, 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, P.E., Town Engineer
DATE: 12/13/2018
SUBJECT: Professional Services for FY 2020 Transportation Surface and Drainage
Ongoing Rehabilitation (TSDOR) Program Construction

Recommendation

Consideration of approval of a Resolution approving a purchase order for Keith and Associates for TSDOR Program Professional Services.

Strategic Priorities

- A. Sound Governance
- B. Enhanced Resource Management
- D. Improved Infrastructure

Background

The Drainage and Infrastructure Advisory Board (DIAB) and Town Council approved the affected roads scheduled for construction in FY 2020. The road segments were reviewed by Town legal staff and determined to have no encumbered right of way issues. Professional Services need to be completed in FY 2019, so the Town can construct the improvements in FY 2020.

The roads scheduled for FY 2020 construction include SW 202nd Avenue and its side-streets, SW 201st Terrace, SW 199th Avenue and its side-street, and SW 196th Lane. The total roadway length to be improved is 3.28 miles.

In previous fiscal years, surveying and civil engineering firms have been retained by Town Council to provide Professional Services using the Town's multiple continuing services contracts. This year staff added a cost saving alternative to the usual pre-construction Professional Services rendered. Historically, these services included an initial topographic survey followed by the engineering design drawings and specifications. Staff is now recommending an alternative to the standard topographic survey by instead developing an existing conditions base map.

The existing conditions base map will not be signed and sealed and will only include limited topographic information at intersections along with descriptions and assessments of the existing roadways. The limited topographic information at roadway intersections will consist of roadway centerlines, edges of pavement and right-of-way lines and will not include driveways, mailboxes, fences, or trees.

The table below details two (2) scope options and their respective fiscal impacts. Option A includes a topographic survey, civil engineering plans, and construction observation, while Option B includes an initial existing conditions base map in lieu of a signed and sealed topographic survey along with civil engineering plans and construction observation.

Option A	Amount		Option B (Cost Saving Alternative)	Amount
Topographic Survey	\$57,750		Initial Existing Conditions Base Map	\$16,500
Civil Engineering Plans	\$45,010		Civil Engineering Plans	\$45,010
Construction Observation	\$28,900		Construction Observation	\$28,900
Option A TOTAL	122,600		Option B TOTAL	\$81,350

Staff has coordinated and negotiated the assessment, design, bid document preparation, construction observation scope and related pricing and desires to issue a Purchase Order to Keith and Associates for these respective services.

After reviewing the proposal, staff recommends Option B and is requesting that Council approve a Purchase Order in the amount of \$81,500 which includes a \$150 allowance for prints and mileage reimbursements.

Fiscal Impact/Analysis

The total amount budgeted for the FY 2019 TSDOR program (101-5100-541-63280) is \$450,000. The Town estimated \$135,000 for surveying, engineering and design project costs. Therefore, either option selected will conform with existing TSDOR project budget constraints.

Staff Contact:

Rod Ley, P.E., Town Engineer

ATTACHMENTS:

Description	Upload Date	Type
Profesional Services - TSDOR TA Approved	12/3/2018	Resolution
Exhibit A - Keith & Associates Proposal	11/30/2018	Exhibit

RESOLUTION NO. 2018

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF EIGHTY-ONE THOUSAND FIVE HUNDRED DOLLARS (\$81,500.00) TO RETAIN KEITH AND ASSOCIATES, INC. FOR PROFESSIONAL SERVICES FOR PHASE FIVE 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 approved the TSDOR plan subject to annual review and amendment for those roads scheduled for construction five (5) fiscal years and beyond; and

WHEREAS, the group of roads scheduled for FY 2020 construction includes SW 202nd Avenue and its side streets, SW 201st Terrace, SW 199th Avenue and its side-street, and SW 196th Lane, which totals 3.28 miles in length; and

WHEREAS, the group of roads scheduled for FY 2020 construction have been reviewed by the Town's legal staff and have been determined to have no encumbered right-of-way issues; and

WHEREAS, professional design 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 Surveying Services; and

WHEREAS, on September 15, 2014, by Resolution 2014-056, the Town Council approved three (3) Continuing Contracts with Craven Thompson and Associates, Inc., Winningham and Fradley, Inc., and Keith and Associates, Inc.; 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 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 Keith and Associates, Inc., for surveying and engineering design for the TSDOR Roadway Improvements in the amount of Eighty-One Thousand Five Hundred Dollars and Zero Cents (\$81,500.00); 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. The recitals above are true and correct and are incorporated herein by reference.

Section 2. The Town Council hereby approves a Purchase Order with Keith and Associates, Inc. in the amount of Eighty-One Thousand Five Hundred Dollars and Zero Cents (\$81,500.00) for professional services relating to the FY 2020 TSDOR roadway improvements, in substantially the same form as that attached hereto as Exhibit "A".

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

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

Ranches, Florida, this 13th day of December, 2018 on a motion by

_____ and seconded by _____.

McKay _____
Jablonski _____
Fisikelli _____
Hartmann _____
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
115219130



November 2, 2018

Rod Ley
Public Works Director / Town Engineer
Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330-2628
Phone : 954-343-7444
Email : RLey@southwestranches.org

RE: Agreement for Professional Services

Project Name: Transportation Surface and Drainage On-going Rehabilitation (TSDOR)
Project Location: Town of Southwest Ranches
Our Project/Proposal Number: 08711.M11

Dear Mr. Ley:

In accordance with your request and subsequent discussions between members of our association and yourself, this agreement between Keith and Associates, Inc. (KEITH) and the Town of Southwest Ranches ("CLIENT") for professional services is submitted for your consideration and approval. The purpose of this Agreement is to outline the scope of services recommended by CONSULTANT and accepted by CLIENT, and to establish the contractual conditions between CONSULTANT and CLIENT with respect to the proposed services. CONSULTANT will begin work within three (3) days after receipt of a fully executed copy of this Agreement. Such receipt shall constitute written notice to proceed.

PROJECT UNDERSTANDING

The Town of Southwest Ranches has requested that KEITH provide professional services associated with Surveying, Civil design and Construction Observation services for roadway improvements consisting of milling/resurfacing or overlay and creation of new roadside swales in accordance with Southwest Ranches standard detail. No drainage infrastructure is proposed as part of this project. No permitting through local agencies (other than the Town) is anticipated.

The segments of Roadway Improvements include:

1. SW 202nd Avenue from Griffin Rd. (SR 818) to the north and the Town limits to the south (approximately 300-ft south of SW 50th Place).
Approximate length 0.37 miles.
2. SW 48th Street from SW 202nd Ave. to the east and west cul-de-sac to the west.
Approximate length 0.13 miles.
3. SW 48th Place from SW 201st Terrace to the east and west cul-de-sac to the west.
Approximate length 0.12 miles.

Corporate Office
301 E Atlantic Blvd
Pompano Beach
FL 33060
954.788.3400

Miami-Dade County
2160 NW 82 Ave
Doral
FL 33122
305.667.5474

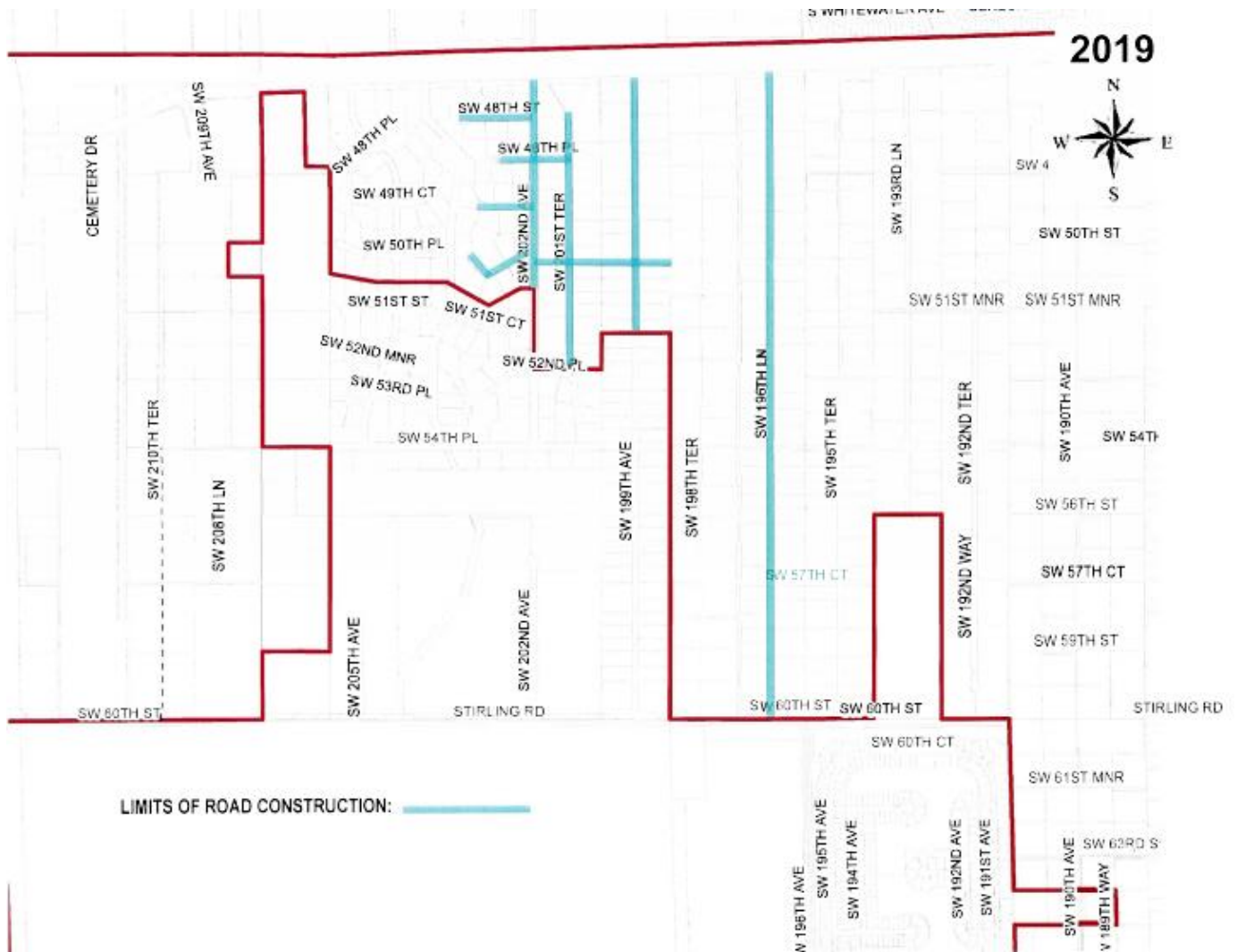
Broward County
2312 S Andrews Ave
Fort Lauderdale
FL 33316
954.788.3400

Palm Beach County
120 N Federal Hwy
Suite 208
Lake Worth, FL 33460
561.469.0992

Orange County
321 N Crystal Lake Drive
Suite 208
Orlando, FL 32803
954.788.3400

4. SW 49th Court from SW 202nd Avenue to the east and west cul-de-sac to the west.
Approximate length 0.10 miles.
5. SW 201st Terrace from north cul-de-sac to the north and south cul-de-sac to the south.
Approximate length 0.47 miles.
6. SW 199th Avenue from Griffin Rd. (SR 818) to the north and the Town limits to the south (approximately 700-ft south of SW 50th Manor).
Approximate length 0.47 miles.
7. SW 50th Manor from dead-end (east of SW 199th Ave.) to the east and the west cul-de-sac (west of SW 202nd Ave) to the west.
Approximate length 0.38 miles.
8. SW 196th Lane from Griffin Rd. (SR 818) to the north and the Town limits (Stirling Road) to the south.
Approximate length 1.25 miles.

Project Areas – Site Map



PROJECT SCOPE

KEITH services included for this project

☒ **Survey**

- ☐ ALTA/NSPS
- ☒ Topography
- ☐ Boundary
- ☐ Tree
- ☐ Sketch and Description
- ☐ Construction Layout
- ☐ Construction As-Built
- ☐ Other_____

☐ **SUE**

- ☐ Horizontal Designation (Quality Level B)
- ☐ Location Services (Quality Level A)
- ☐ Utility Mapping (Quality Level C)
- ☐ Records Research (Quality Level D)
- ☐ Other_____

☐ **Planning Services**

- ☐ Due Diligence
- ☐ Platting
- ☐ Rezoning
- ☐ Conditional Use Permit
- ☐ Right of Way Vacation
- ☐ Site Plan Processing and Coordination
- ☐ Other_____

☒ **Civil Engineering Services**

- ☐ Paving, Grading and Drainage
- ☐ Water Distribution and Sanitary Sewer
- ☐ Storm Water Prevention
- ☒ Other_____

☐ **Transportation Engineering Services**

- ☐ Major Roadway
- ☐ Minor Roadway
- ☐ Drainage
- ☐ Maintenance of Traffic Plans
- ☐ Quality Control
- ☐ Other_____

☐ **Traffic Engineering Services**

- ☐ Pavement Marking and Signage
- ☐ Signalization
- ☐ Roadway Lighting
- ☐ Other_____

☐ **Landscape Architecture Services**

- ☐ Hardscape and Paving
- ☐ Fine Grading
- ☐ Landscape
- ☐ Irrigation
- ☐ Site Lighting
- ☐ Pools or Water Features
- ☐ Specialty Features
- ☐ Other_____

☐ **Construction/Program Management Services**

- ☐ Permitting
- ☒ Bidding Assistance
- ☒ Construction Observation
- ☒ Construction Certification
- ☐ Other_____

It is assumed adequate service points already exist on-site or at the abutting site boundary or in the adjacent public right-of-way. No sewage pump station or offsite improvements or extensions, other than service connections, are anticipated under this Proposal.



DESCRIPTION OF SERVICES AND DELIVERABLES

SURVEY SERVICES

Task 101-A Topographic Surveys (Option 'A')

KEITH shall prepare signed & sealed Topographic Surveys of Roadway Segments 1 thru 8 (3.29 miles). Surveys shall show all surface improvements and features such as roadways, driveways, surface utilities, mailboxes, fences, etc. Elevations shall be noted at an interval of approximately 100 feet including intermediate changes in grade along roadway centerlines, edges of pavement, swales and along apparent Right-of-Way lines. Trees will be noted by trunk diameter and common name. Right-of-way and Boundary Lines shall be shown on the survey as provided per the Broward County GIS map.

Survey shall be referenced to the Florida State Plane Coordinate System (NAD83/11) and the North American Vertical Datum of 1988 (NAVD88). Broward County Benchmarks shall be utilized and converted to NAVD88 using a VERTCON conversion.

Task 101-B Initial Existing Condition Base Map (Option 'B')

KEITH shall prepare an Initial Existing Condition Base Map of Roadway Segments 1 thru 8 (3.29 miles). This Existing Condition Base Map will not be signed and sealed and shall include limited topographic information at roadway intersections. The limited topographic information at roadway intersections only will consist of roadway centerlines, edges of pavement and along apparent right-of-way lines; these will help establish the general roadway alignment within the right-of ways. This limited topographic information will be geo referenced on the most recent available Broward County Aerial.

This Existing Condition Base Map will not include driveways, mailboxes, fences, trees or any other roadway topography between the intersections.

Right-of-way and Boundary Lines shall be shown on the survey as provided per the Broward County GIS map.

Survey shall be referenced to the Florida State Plane Coordinate System (NAD83/11) and the North American Vertical Datum of 1988 (NAVD88). Broward County Benchmarks shall be utilized and converted to NAVD88 using a VERTCON conversion.

CIVIL ENGINEERING SERVICES

Based on the Town's budget limitations KEITH anticipates that the Initial Existing Condition Base Map (Option 'B') as described on Task 101-B is more suitable for the project intent. Under that assumption we anticipate that the following design tasks will be performed using the deliverable provided per Task 101-B.

Task 401 Preliminary Design Development (DD)

Based on an Initial Existing Condition Base Map (Option 'B') as described on Task 101-B KEITH shall prepare Preliminary Design Development (DD) roadway plans for the roadway improvements associated with segments 1 thru 8 (3.28 miles) described above.



The Preliminary Design Development (DD) roadway plans shall include:

1. Available existing utility information collected from various sources (Government Agencies, Utility providers etc.).
2. Connecting the edges of pavements surveyed at the intersections under Task 101-B.
3. Establishing roadway baselines along R-O-W centerlines provided under Task 101-B.
4. Identifying existing driveway locations shown on Existing Condition Base Map and Aerial provided under Task 101-B.
5. Identify material of each existing driveway (asphalt, concrete, pavers, gravel, etc.) and identify typical roadway resurfacing edge treatment for each driveway type. Keith will perform required site visits to identify each driveway type.
6. Identify existing roadway striping to be restored.
7. Identify initial best location opportunities along the eight (8) roadway segments for new roadside swales in accordance with Southwest Ranches standard detail. Keith will perform required site visits to identify these locations.

Preliminary DD Roadway Plans shall consist of:

- Cover Sheet
- Preliminary Typical Sections and General Construction Details
- Preliminary Roadway Plans with Existing Condition Base Map and Aerial.

KEITH shall prepare an engineer's opinion of probable cost estimate based on the preliminary plans and prior to beginning the development of the CD plans.

Pursuant to previous conversations with Town staff, the Town does not have recently completed geotechnical testing, including borings and/or asphalt cores. The Town indicated that at this time they do not wish to perform any geotechnical investigation. However, if based on visual observation it is determined that pavement cores and/or other pavement tests are required in certain locations KEITH will coordinate with the Town to request the necessary asphalt cores from a qualified Geotechnical testing engineer.

The Town confirmed that existing pavement markings and lane configurations will not be changed but will need to be restored as part of the improvements. No replacement of existing roadway signage is anticipated.

Stormwater management calculations will not be prepared since no change in impervious area is anticipated.

Deliverables

- Preliminary Design Development Plans
- Preliminary Opinion of Probable Construction Cost based on Preliminary Design Development Plans

Task 402 Construction Documents (CD)

Based on an Initial Existing Condition Base Map (Option 'B') as described on Task 101-B and Preliminary Design Development (DD) roadway plans described on Task 401 KEITH shall prepare Construction Document (CD) level roadway plans for the roadway improvements associated with segments 1 thru 8 (3.28 miles) described above.

CD Roadway Plans shall include:

- Cover Sheet
- Typical Sections
- Construction Details and Notes



- Roadway Plans (identifying anticipated roadway overlay areas, possible milling/resurfacing areas, minor roadway widening areas, roadside swale reconfiguration/restoration, pavement markings restoration).

KEITH shall update the engineer's opinion of probable cost estimate based on the CD plans.

KEITH shall prepare technical specifications in TOWN approved format and provide them to the TOWN for inclusion into the bid/contract documents. It is anticipated that the project will be procured and a contractor selected based on a conventional low bid process. The frontend documents (i.e. contract requirements, general requirements, bid form) will be prepared by the TOWN, as required.

Deliverables

- Construction Document level Roadway Plans
- Technical Specifications (these may be included in the plan sheets or separate documents for inclusion in the Town's Contract Document Specification book)
- Opinion of Probable Construction Cost based on Construction Document Plans

Task 403 Engineering Permitting

No permitting through local agencies (other than the Town) is anticipated.

If permits are required, KEITH shall process them and the fees for these additional services will be submitted to CLIENT as additional services under a contract addendum if required.

Task 404 Project Meetings and Miscellaneous Coordination

The CONSULTANT shall attend up to three (3) meetings with the TOWN, including one public charrette. It is anticipated that the TOWN will provide notifications to the public and set up the public charette at City Hall and/or other convenient nearby location.

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Construction Observation

KEITH shall provide construction observation services in order to ensure the integrity of the design intent, and certify to the CITY and other jurisdictional agencies that the construction work has been completed in substantial compliance with the approved documents and permits. Services included in this task are described as follows:

Shop Drawings: KEITH shall review shop drawings, samples and calculations, which the selected contractor is required to submit for review. This review will only be for conformance with the design concept of the project and compliance with the information provided on the design drawings and specifications. Such review will not extend to methods, means, techniques, construction sequence(s) or procedures, or to safety precautions and related programs. KEITH shall also determine the acceptability, subject to CITY approval, of substitute materials and equipment proposed by contractors.

Periodic Site Visits and Construction Observation: KEITH shall visit the Project at intervals appropriate to the various stages of construction, as KEITH deems necessary to observe as an experienced and qualified design professional to review the progress and quality of the various aspects of the contractor's work. KEITH shall coordinate and attend one (1) Pre-construction Meetings. This task includes construction



observation services for an anticipated construction period of six (6) months. These services will be invoiced on a time and material basis in accordance with our Professional Service Fee schedule (attached).

As-builts Review: KEITH will review the record drawings (as-builts) to ensure substantial conformance to the approved plans. KEITH will only review and reject any particular as-built set a maximum of two (2) times, any additional review will be considered additional services. The contractor will be expected to have the as-builts revised in accordance with all comments.

Final Inspections: KEITH shall participate, with the CITY's representative, in a semi-final inspection for the purpose of determining if the project is substantially complete, and participate in the preparation of a written "Punch List" of all incomplete, defective or deficient items. Upon notice from the CITY, participate in a final inspection together with CITY and contractor representatives to assure that all "Punch List" items are completed and the work is indeed completed in accordance with all contract documents. Upon completion of the final inspection, certify, in writing, that the work in-place is acceptable, subject to any conditions therein expressed.

Final Certification: KEITH will prepare final certification to the Town utilizing record drawings for the design from the survey information supplied by the contractor, or by other means agreed to by both KEITH and CITY.

Note: It is the contractor's responsibility to coordinate through KEITH the scheduling of testing. KEITH shall represent the CITY in performing periodic observation of construction as necessary to confirm construction is in accordance with the approved plans.

The construction observation and certification for the civil work is an anticipated construction period for the site work of 16 weeks.

Note: Construction-related surveying (stakeout, as-builts, etc.) and testing (densities, concrete, LBR'S, etc.) services are not included in this Agreement.

SCHEDULE

SURVEY SERVICES

Task 101-A – Topographic Surveys (Option 'A')	8 weeks
Task 101-B – Initial Existing Condition Base Map (Option 'B')	4 weeks

CIVIL ENGINEERING SERVICES

Task 401 – Preliminary Design Development (DD) (including public charette)	12 weeks
Task 402 – Construction Documents (CD)	8 weeks
Task 403 – Engineering Permitting	N/A
Task 404 – Project Meetings and Miscellaneous Coordination	N/A

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Construction Observation	16 weeks + 4 weeks close-out
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COMPENSATION

SURVEY SERVICES

Task 101-A – Topographic Surveys (Option ‘A’)	\$57,750.00
Task 101-B – Initial Existing Condition Base Map (Option ‘B’)	\$16,500.00

CIVIL ENGINEERING SERVICES

Task 401 - Preliminary Design Development (DD)	\$16,220.00 (Lump Sum)
Task 402 - Construction Documents (CD)	\$15,200.00 (Lump Sum)
Task 403 - Engineering Permitting	N/A
Task 404 - Project Meetings and Miscellaneous Coordination	\$4,530.00 (Hourly NTE)

CONSTRUCTION/PROGRAM MANAGEMENT SERVICES

Task 801 Construction Observation	\$28,900 (Hourly NTE)
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Total Fee	(with Survey Alternate Option ‘A’ (Task 101-A))	\$122,600.00 + Reimbursables
Total Fee	(with Survey Alternate Option ‘B’ (Task 101-B))	\$81,350.00 + Reimbursables

If you concur with the foregoing and wish to direct us to proceed with the aforementioned work, please execute the agreement in the space provided.

IN WITNESS WHEREOF, CONSULTANT and CLIENT have executed this agreement the day and year indicated below.

As to CONSULTANT
KEITH

As to CLIENT
Town of Southwest Ranches

Alex Lazowick
Executive Vice President

Client: _____
Title: _____

DATED: _____

DATED: _____





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
Gary Jablonski, Vice Mayor
Freddy Fisikelli, Council Member
Bob Hartmann, 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: Keith Poliakoff, Town Attorney
DATE: 12/13/2018
SUBJECT: First Modification to Waste Pro Contract

Recommendation

Town Council consideration for a motion to approve the resolution.

Unanimous Vote of the Town Council Required?

No

Strategic Priorities

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

Background

On June 29, 2017, the Town Council adopted Resolution 2017-048, selecting Waste Pro of Florida, Inc. as the Town's all-encompassing waste services provider. Shortly after service commenced, Hurricane Irma tore through Southwest Ranches and caused severe vegetative damage throughout the Town. To prevent the comingling of non-hurricane vegetative debris, which would have invalidated FEMA reimbursement, the Town asked Waste Pro to not collect vegetative bulk debris until the Town's emergency response vendor performed a final pass through the Town.

Despite the halt on vegetative bulk collection, Waste Pro continued to pick up white goods throughout the Town. Following its final pass, Waste Pro and the Town agreed to allow residents to have one additional month whereby residents could place whatever they had out for bulk collection, at no limit, and at no cost to the residents or the Town. In addition, during this time, the Town and Waste Pro met to discuss several additional contractual matters, and offsets resulting from Waste Pro's non-collection of vegetative bulk during Hurricane Irma.

This Resolution, and the attached First Modification to the Agreements, serves to codify the agreement reached between the parties.

Fiscal Impact/Analysis

In accordance with the original Waste Pro contract terms, the Town was subject to a residential bulk waste generation factor adjustment ("true-up") for years 2 thru 5 (i.e. FY's 2019-2022) based on the actual net residential bulk waste disposed during fiscal year 1 (i.e. FY 2018-the initial contract year). Accordingly, the Town originally faced annual potential exposure in the amount of \$97,055 (or \$388,220 in total over the next subsequent 4 years) calculated as follows:

Est. Yearly

Bulk Waste Disposal:

@4.67 tons/unit/year

true-up contract max allowance

\$482,484

(using FY 2019 #2584 *uts.* per BCPA)

LESS:

@3.73 tons/unit/year

FY 18/per RFP (FY2013-FY2016 Avg)

(\$385,429)

(using FY 2019 #2584 *uts* per BCPA)

Annual Potential Residential Bulk Waste Exposure

\$97,055

It is important to preface the above that a 3.73 tons/unit/year generation factor was utilized and derived initially from actual historical, but questionable by Town Management, disposal data received from the Town's previous Sanitation vendor and which accordingly did not include within the average the bulk tonnage from its final operating fiscal year. Additionally, the above exposure does not include potential unfavorable impacts from future consumer price index adjustments or fluctuations in Bulk Waste dwelling service unit count.

Ultimately, the FY 2018 (October 1, 2017 to September 30, 2018) Bulk Waste actual generation factor was calculated by the Town at 3.22 while Waste Pro has verbally claimed to Town Management it was in excess of 4.34. However, as we are all aware, the Town's extremely low calculated outlier or "aberration" and to some extent Waste Pro contention was obviously due to the impact of Hurricane Irma. Appropriately, in order for the Town to not jeopardize either State of Florida-Department of Homeland Security or Federal-FEMA reimbursement for storm debris monitoring, collection, disposal and financial/grant assistance (estimated at nearly \$4,000,000), the Town was forced to cease and desist collection and disposal for the Town's biggest bulk component: vegetative debris from Waste Pro for slightly in excess of 90 days while remitting its regular monthly payment in full. Although Waste Pro continued to collect and dispose of white goods as well as agree to a full month of unlimited bulk collection

after the Town's Hurricane Irma debris "final pass", it is obvious that this destructive "act-of-god" necessitated all parties to enter into a contractual renegotiation to ensure the Town maintains, as well as retains long-term, a critical service which contributes highly to all its Residents health, safety and welfare.

Critical First Modification Agreements/Mutual Concessions:

1. The Residential generation factors (both Bulk Waste and Solid Waste) are to remain constant at 3.73 and 1.28 tons/unit/year, respectively for the remainder of the contract term.
2. Commercial disposal service rates shall be a direct pass through to commercial customers upon written submission of proof to the Town of its then current negotiated disposal/"tipping" rate and which must be in line with industry standards. It shall be noted that although this provision has no residential service rate impact, any increases/decreases resulting will correspondingly impact the Towns General Fund receipt of 10% gross franchise fee revenue.
3. In the future event of a declared state of emergency, Waste Pro shall halt all collection/disposal operations upon written confirmation from the Town which completely absolves the Town from financial responsibility (FY 2019 calculated at \$119,133 monthly, if modification approved). Additionally, if the Town elects to have Waste Pro continue service, say in the event our competitively procured and contracted emergency debris hauler fails to arrive or perform, Waste Pro will not only will comply and assist the Town with Federal-FEMA eligible reimbursement but in no event shall the total monthly disposal costs exceed the then agreed upon costs for disposal negating potential claims of price gauging.

On a final and positive note to remind Council is that when this contract becomes ratified the Solid Waste enterprise fund change in net position is anticipated to positively increase one-time by the above calculated amount of \$97,055 since the adopted FY 2019 budget Bulk disposal rates have conservatively utilized the maximum contract true-up generation factor.

Staff Contact:

Keith Poliakoff, Town Attorney

Martin Sherwood, Town Financial Administrator

ATTACHMENTS:

Description	Upload Date	Type
Resolution and Agreement	11/30/2018	Resolution

RESOLUTION NO. 2019 – 0XX

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE FIRST MODIFICATION TO THE TOWN'S AGREEMENTS WITH WASTE PRO OF FLORIDA, INC. RELATING TO THE TOWN'S SOLID WASTE, RECYCLABLES, AND BULK WASTE COLLECTION, DISPOSAL, AND PROCESSING SERVICES (WASTE HAULING AND WASTE DISPOSAL AGREEMENTS); CLARIFYING THE AGREEMENT'S LANGUAGE; MODIFYING THE AGREEMENTS BASED UPON RENEGOTIATED TERMS; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ENTER INTO THE FIRST MODIFICATION TO THE AGREEMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 29, 2017, the Town Council adopted Resolution 2017-048, selecting Waste Pro of Florida, Inc. as the Town's all-encompassing waste services provider; and

WHEREAS, shortly after service commenced, Hurricane Irma tore through Southwest Ranches and caused severe vegetative damage throughout the Town; and

WHEREAS, to prevent the comingling of non-hurricane vegetative debris, which would have invalidated FEMA reimbursement, the Town asked Waste Pro to not collect vegetative bulk debris until the Town's emergency response vendor performed a final pass through the Town; and

WHEREAS, despite the halt on vegetative bulk collection, Waste Pro continued to pick up white goods throughout the Town; and

WHEREAS, following its final pass, Waste Pro and the Town agreed to allow residents to have one additional month whereby residents could place whatever they had out for bulk collection, at no limit, and at no cost to the residents or the Town; and

WHEREAS, in addition, during this time, the Town and Waste Pro met to discuss several additional contractual matters, and offsets resulting from Waste Pro's non-collection of vegetative bulk during Hurricane Irma; and

WHEREAS, this Resolution, and the attached First Modification to the Agreements, serves to codify the agreement reached between the parties;

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 Council hereby approves the First Modification to the Town's Agreements with Waste Pro of Florida, Inc., relating to the Town's solid waste, recyclables, and bulk waste collection, disposal, and processing services (Waste Hauling and Waste Disposal Agreements).

Section 3: The Town Council hereby authorizes the Mayor, and Town Attorney to enter into the First Modification to the Agreements, 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 and proper to effectuate the intent of this Resolution.

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 _____th day of November, 2018 on a motion by _____ and seconded by _____.

McKay	_____	Ayes	<u>0</u>
Jablonski	_____	Nays	<u>0</u>
Fisikelli	_____	Absent	<u>0</u>
Hartmann	_____	Abstaining	<u>0</u>
Schroeder	_____		

Doug McKay, Mayor

Attest:

Russell Muniz, Town Clerk

Approved as to Form and Correctness:

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

EXHIBIT "A"

FIRST MODIFICATION TO THE AGREEMENTS

THIS FIRST MODIFICATION TO THE AGREEMENTS entered into as of the ____ day of November, 2018 between the Town of Southwest Ranches, a municipal corporation of the State of Florida (the "Town") and Waste Pro of Florida, Inc., a corporation of the State of Florida ("Contractor"), for the purpose of amending the Agreements between the Town and Consultant dated June 29, 2017 (the "Original Agreements").

WITNESSETH:

WHEREAS, on June 29, 2017, the Town Council adopted Resolution 2017-048, selecting Waste Pro of Florida, Inc. as the Town's all-encompassing waste services provider; and

WHEREAS, shortly after service commenced, Hurricane Irma tore through Southwest Ranches and caused severe vegetative damage throughout the Town; and

WHEREAS, to prevent the comingling of non-hurricane vegetative debris, which would have invalidated FEMA reimbursement, the Town asked Waste Pro to not collect vegetative bulk debris until the Town's emergency response vendor performed a final pass through the Town; and

WHEREAS, despite the halt on vegetative bulk collection, Waste Pro continued to pick up white goods throughout the Town; and

WHEREAS, following its final pass, Waste Pro and the Town agreed to allow residents to have one additional month whereby residents could place whatever they had out for bulk collection, at no limit, and at no cost to the residents or the Town; and

WHEREAS, in addition, during this time, the Town and Waste Pro met to discuss several additional contractual matters, and offsets resulting from Waste Pro's non-collection of vegetative bulk during Hurricane Irma; and

WHEREAS, this Resolution, and the attached First Modification to the Agreements, serves to codify the agreement reached between the parties;

NOW, THEREFORE, for and in consideration of the premises and for Ten Dollars (\$10.00) and for other good and valuable consideration the receipt and sufficiency whereof is hereby acknowledged, the parties hereto agree that the Original Agreement shall be amended as follows:

1. The foregoing recitals are true and correct and are incorporated herein by reference.
2. The Agreement relating to Solid Waste, Recyclables, and Bulk Waste Collection and Disposal Franchise Agreement shall be known as the "Waste Hauling Agreement", and the Agreement for Solid Waste Disposal and Recyclables Processing Services shall be known as the "Waste Disposal Agreement".
3. Section 12 "Residential Rates and Billing" Subsection J "Generation Factor Adjustments" of the Waste Hauling Agreement shall be amended as follows:

J. Generation Factor Adjustments. ~~The generation factors specified in Exhibit 1 that are used to calculate the rates for Solid Waste disposal and Bulk Waste disposal shall be set by July 15, 2018, and shall be adjusted October 1, 2018, and shall then remain constant for the remainder of the Contract term. The generation factors will be adjusted based on the average quantities of Residential Solid Waste and Residential Bulk Waste (not including Bulk Waste that exceeded the 12 cubic yard limit per pickup) collected per Residential Service Unit during the first Contract Year. Regardless of final determination of the average quantities of Residential Solid Waste and Residential Bulk Waste collected per Residential Service Unit during the first Contract Year, the adjusted generation factor for Residential Bulk Waste shall not exceed the FY 2016 level of 4.67 tons per Residential Service Unit per year and the generation factor for Residential Solid Waste shall not exceed the generation factor provided in Exhibit 1 of 1.28 tons per Residential Service Unit per year. The Contractor shall provide monthly documentation demonstrating the accuracy of the tonnage of Residential Solid Waste and Bulk Waste collected in the Town during the first Contract Year. The Solid Waste disposal element and Bulk Waste disposal element shall be calculated based on these adjusted generation factors, as well as the adjustments specified in Sections 12.H and 12.I above. Notwithstanding the CONTRACTOR provided monthly reporting, the TOWN may elect to conduct its own waste management study. The generation factors determined by that study will be the factors used in the CONTRACT.~~

4. Exhibit 2 "Commercial Collection and Disposal Service Rates", page 1 of the Waste Hauling Agreement, shall be modified as follows:

Commercial Disposal Service Rates shall be a direct pass through to the commercial customer. Such rate shall be set on or before August 1 of the calendar year, and shall be implemented from October 1 through September 30 of the proceeding calendar year. Contractor shall advise the Town in

writing, and shall provide proof of its negotiated disposal rate, which shall be in line with industry standards, by August 1 of each calendar year. Contractor shall provide the Town with monthly copies of all commercial customer bills reflecting the negotiated disposal rate. Although the Agreement contains various fees for commercial disposal services, if the Agreement is lacking such fee, such fee shall be at a rate negotiated directly between Contractor and the commercial client, which shall be in accordance with accepted industry standards.

5. Exhibit 2 "Commercial Collection and Disposal Service Rates", page 2 of the Waste Hauling Agreement, shall be modified as follows:

Disposal fees for Roll-Off Container and Compactor service will be charged based on actual weight and the Town's Solid Waste disposal fee of Solid Waste ~~Bulk Waste~~ disposal fee in effect at that time.

6. Section 1 "Effective Date, Commencement Date, and Term", Subsection B "Initial Term" of the Waste Disposal Agreement shall be modified as follows:

Initial Term The term of this Contract shall be for a ~~five (5) year~~ an initial period coinciding with the Hauling Agreement and terminating on September 30, 2022. ~~period beginning on the Commencement Date, and terminating five (on September 30, 2022.~~

7. Section 3 "Contractor's Disposal Responsibilities", Subsection 5 of the Waste Disposal Agreement shall be modified as follows:

(5) The CONTRACTOR is responsible to confirm ~~ensure~~ that that the Designated Receiving Facility and the Designated Disposal Facility are properly licensed, permitted, and are operated ~~at all times~~ in full compliance with all applicable local, State and Federal laws, regulations, permits and similar requirements.

8. Section 4 "Contractor's Recyclables Processing Responsibilities", Subsection 4 of the Waste Disposal Agreement shall be modified as follows:

~~(4) The CONTRACTOR shall be fully responsible for all aspects of the management, operations, and maintenance of the Designated Recycling Facility and Designated Processing Facility.~~

9. Section 4 "Contractor's Recyclables Processing Responsibilities", Subsection 5 of the Waste Disposal Agreement shall be modified as follows:

(5) The CONTRACTOR shall ~~ensure~~ confirm that the Designated Recycling Facility and Designated Processing Facility are operated ~~at all times~~ in full compliance with all applicable local, State, and Federal laws, regulations, permits, and similar requirements.

10. Section 29 "Assignment and Subletting" of the Waste Disposal Agreement shall be modified as follows:

SECTION 29. ASSIGNMENT AND SUBLETTING SUBCONTRACTING

No assignment or subcontracting of this Contract or any right occurring under this Contract shall be made in whole or in part by the CONTRACTOR without the express written consent of the Town Council. The TOWN shall have full discretion to approve or deny, with or without cause, any proposed or actual assignment or subcontract by the CONTRACTOR. Any assignment or subcontract of this Contract made by the CONTRACTOR without the express written consent of the Town Council shall be null and void and shall be grounds for the TOWN to declare a default of this Contract and immediately terminate this Contract by giving written notice to the CONTRACTOR, and upon the date of such notice this Contract shall be deemed immediately terminated, and upon such termination all liability of the TOWN under this Contract to the CONTRACTOR shall cease, and the TOWN shall have the right to call the performance bond and shall be free to negotiate with other contractors, the CONTRACTOR, or any other person or company for the service which is the subject of this Contract. In the event of any assignment or subcontract, the assignee or subcontractee shall fully assume all the liabilities of the CONTRACTOR.

11. Section 41. "State of Emergency" shall be added to the Waste Disposal Agreement as follows:

Section 41. State of Emergency

In the event of a declared State of Emergency, CONTRACTOR shall halt collection operations and shall await written confirmation from the Town as how to proceed. The TOWN shall not be charged for any period of time in which collection has been halted, and shall only be invoiced when collection resumes. If the TOWN elects to have the CONTRACTOR continue service, CONTRACTOR shall assist the TOWN in seeking eligible FEMA reimbursements, and shall provide the TOWN with the required documentation, including, but

not limited to, disposal tickets and payment for same. In no event shall the total monthly disposal costs exceed the then agreed upon costs for disposal.

12. The subsection directly under the Commercial Disposal Rate graphic on page 52, Exhibit 4 "Sample Calculation of Annual Rate Adjustments" of the Waste Disposal Agreement shall be modified as follows:

~~Bulk~~ Solid Waste Disposal

13. All other terms and conditions not modified herein shall remain of full force and effect and binding upon the parties.

IN WITNESS WHEREOF, the TOWN and the CONTRACTOR have executed this Contract on the respective date(s) below each signature.

TOWN OF SOUTHWEST RANCHES, FLORIDA
A municipal corporation

ATTEST:

By:

Russell Muñiz
ASSISTANT TOWN ADMINISTRATOR/
TOWN CLERK

Doug McKay, Mayor

Date: _____

Date: _____

Approved as to form and correctness:

KEITH M. POLIAKOFF, J.D.
TOWN ATTORNEY
Date: _____

WASTE PRO OF FLORIDA, INC.

WITNESSES: _____

Print name: _____

Print Name: _____

Print Title: _____

Date: _____

Date: _____

REGULAR MEETING MINUTES OF THE TOWN COUNCIL
Southwest Ranches, Florida

Thursday 7:00 PM

September 27, 2018

13400 Griffin Road

Present:

Mayor Doug McKay
Vice Mayor Freddy Fisikelli
Council Member Steve 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
Keith Poliakoff, 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 7:15 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

4. Public Comment

The following members of the public addressed the Town Council: Newell Hollingsworth, David Kuczenski, Tony Browne, Scott Smith, Jorge Martinez, and Debbie Green.

5. Board Reports

Debbie Green

6. Council Member Comments

Council Member Jablonski advised of upcoming events, Country Roads Arts & Crafts Festival on Oct. 20th, the DMV FLOW Mobile on Oct. 25th and Nov. 15th. He added that the ROCA Halloween event at the Barn is on Oct. 27th, and the Broward County Property Appraiser Outreach on Oct. 15th and Nov. 1st. Lastly, he informed that the Parks Foundation Car & Chili Festival will be held on Nov. 17th.

Council Member Schroeder commented on the Dark Sky Ordinance. She suggested that the Town be more proactive on this issue going forward. She commended Parks, Recreation and Open Space Manager, December Lauretano-Haines, about the scheduling of the parks' grass being cut before Town events.

Council Member Breitkreuz recognized Sunshine Ranches HOA's donation to the SEAB Scholarship Fund.

Vice Mayor Fisikelli offered no comments.

Mayor McKay informed that he met with Town Attorney Poliakoff, Town Administrator Berns, Assistant Town Administrator/Town Clerk Muñiz, Town Engineer Ley and resident Jorge Martinez to discuss issues with the Griffin 345 gate. He explained that the gate is built, but not functional, the keypad cannot be reached unless you get out of the car. Mayor McKay directed Town

Administrator Berns and Town Attorney Poliakoff to meet with residents Scott Smith and Jorge Martinez before following up with the Griffin 345 Association to work together towards a resolution that is acceptable to Council prior to finalizing the gate and the last payment of the grant.

Council Member Breitkreuz reminded Mayor McKay that there is a significant increase in the amount of traffic on Griffin Road and 190th Ave. and that FDOT should be notified. He commented that the Mayor and resident, Jorge Martinez are on the right track with the Griffin 345 Association gate issue. The Mayor replied that he was going to pursue that issue. Mayor McKay informed the Council that he received a phone call from Bryan Caletka, Davie Vice Mayor, stating that the Department of Transportation can override the Town and install a traffic light on Griffin and I-75 if they feel there is a safety concern. Council Member Breitkreuz opined that he is not in favor of FDOT putting a traffic light. He feels that it would be even more hazardous if a traffic light was put there. Mayor McKay announced that he will attend the Town of Davie Council meeting where a resolution related to the traffic issue will be discussed.

Lastly, Mayor McKay shared some slides of a horse trail and arena which he bought from a friend who sold it to the Town for \$5.

7. Legal Comments

Town Attorney Poliakoff announced that at the next Town Council meeting on Oct 11th, there will be a first reading of the retail nursery landscape commercial operation ordinance. He encouraged everyone to attend the meeting.

8. Administration Comments

Town Administrator Berns advised that an upcoming Pesticide Safety Training will be held on Oct. 9th at Town Hall, and an EPA approved Train the Trainer Certification class on Oct. 10th. He advised that Waste Pro is on notice and penalties will be enforced. Lastly, Town Administrator Berns recognized Town Financial Administrator Martin Sherwood for his efforts to keep things going in the right direction for the Town.

Resolutions

9. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, RESPECTFULLY REQUESTING THE BROWARD COUNTY LEGISLATIVE DELEGATION TO ADOPT A LOCAL BILL TO PREVENT A MUNICIPALITY IN BROWARD COUNTY FROM ATTEMPTING TO ANNEX LANDS LOCATED WITHIN ANOTHER MUNICIPALITY WITHOUT THAT MUNICIPALITY'S CONSENT, AND FROM PURCHASING LANDS LOCATED WITHIN ANOTHER MUNICIPALITY WITHOUT THAT MUNICIPALITY'S CONSENT; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO SUBMIT A LOCAL BILL; AND PROVIDING AN EFFECTIVE DATE.

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

MOTION: TO APPROVE THE RESOLUTION.

- 10.** Approval of Minutes
 - a. September 12, 2018 Regular Meeting Minutes
 - b. September 12, 2018 Special Meeting Minutes
- 11. Adjournment -** Meeting was adjourned at 8:08 PM.

Respectfully submitted:

Ivette Solera, Deputy Town Clerk

Adopted by the Town Council on this 13th day of December, 2018.

Doug McKay, 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

October 25, 2018

13400 Griffin Road

Present:

Mayor Doug McKay

Vice Mayor Freddy Fisikelli

Council Member Steve 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

Keith Poliakoff, 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 7:06 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

3. Presentation - Assistant Town Administrator/Town Clerk, Russell Muniz along with some fellow clerks congratulated Ivette Solera on achieving her CMC designation. She was very surprised and thanked the Council, Assistant Town Administrator/Town Clerk Russell Muñiz, and her husband, Community Development Director Robert Solera for his support.

4. Presentation – Community Development Director Robert Solera introduced Jon Sciammrella who gave a presentation via telephone and a slide presentation about iWorQ's Code Enforcement software. The software will provide a GIS map in order to locate code enforcement violations for specific properties in Town.

5. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, RE-APPROVING THE AKAI ESTATES SITE PLAN FOR THE CONSTRUCTION OF SIXTEEN SINGLE FAMILY DWELLING UNITS WITHIN THE TARA PLAT, LOCATED AT THE SOUTHWEST QUADRANT OF GRIFFIN ROAD AND UNIMPROVED SW 184TH AVENUE; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR AND TOWN ATTORNEY TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; AND PROVIDING FOR 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, Schroeder, Jablonski, Vice Mayor Fisikelli, and Mayor McKay voting Yes.

MOTION: TO APPROVE THE RESOLUTION.

6. Public Comment

The following members of the public addressed the Town Council: John Eastman, Jim Lasky, Frank Espinosa, Aster Knight, Bob Hartmann, Jill Aronofsky, Mary Gay Chaples, Tommy Pinder, and Debbie Green.

7. Board Reports

None were presented.

8. Council Member Comments

Council Member Jablonski thanked everyone for coming and advised of upcoming events such as the ROCA Halloween event on Oct. 27th, Broward County Appraiser Outreach on Nov. 1st, the Car & Chili Festival on Nov. 17th, and the Holiday Fun Horse Show on Dec. 8th. He also thanked long-time residents Ken and Cindy Cimetta, who gave so much of their time serving on various committees, attending many Town events, and providing the Town with their expertise in design. He announced that Ken Cimetta was his appointment for the Comprehensive Planning Board which is now vacant, and offered the position to Council Member Breitkreuz.

Council Member Breitkreuz responded that he would be honored to serve on the board and accepted the offer.

In addition, Council Member Jablonski thanked Council Member Breitkreuz for everything he has done such as serving on committees, becoming a Council Member, attending all HOA and advisory board meetings, and writing various articles in many publications such as the Town Newsletter and the DWR. Council Member Jablonski expressed that he and the Council will miss Council Member Breitkreuz's wisdom and ability to explain certain issues by putting them into context. He wished him a well-deserved rest.

Council Member Schroeder expressed how much she appreciates Council Member Breitkreuz's friendship, and thanked him for giving so much of his time and effort to the Town.

Vice Mayor Fisikelli stated that even though they haven't always been on the same page, he marvels at the way Council Member Breitkreuz writes and speaks. He thanked and wished him well in his future endeavors.

Council Member Breitkreuz expressed what an honor and a privilege it has been to serve the Town and raise his children here. He thanked Council, Town Staff, and Attorney Keith Poliakoff for all of their hard work. Council Member Breitkreuz is looking forward to staying involved and expressed his gratitude for having the opportunity to serve the Town.

Mayor McKay expressed that it has been an honor and a pleasure to serve with Council Member Steve Breitkreuz, and that his dedication and contribution to the Town are greatly appreciated. Also, the Mayor added that he wanted to set the record straight involving distribution of his business cards. He stressed that he does not give out his business cards for anyone to distribute for him. In addition, he announced that he is supporting John Eastman for the position of Council Member. He is not in favor of the 5-0 vote, and encouraged everyone to vote against it.

Council Member Breitkreuz responded by saying that although he appreciates John Eastman, he is in support and endorsing Bob Hartmann for the position of Council Member. As for the two

amendments, he hopes that everyone votes Yes for the 5-0 vote in order to preserve our rural lifestyle. He thanked everyone for the opportunity to serve the Town.

Council Member Schroeder announced that she did not want to speak about politics, but that she is looking forward to working with whoever is elected as council member.

Mayor McKay added that he understands everyone's opinion on the 5-0 vote, but that many people have questioned him about why the Town has hardly any commercial properties. He informed that there has been a letter of intent signed to sell 5-acres of Perfect Choice Nursery to the Tractor Supply on Flamingo Road. He would like Town Administrator Andy Berns to add Tractor Supply as a topic of discussion for the next meeting.

9. Legal Comments

Town Attorney Poliakoff congratulated Deputy Town Clerk, Ivette Solera for achieving a significant honor, and was pleased to see the support from other clerks across South Florida that were in attendance to recognize her significant accomplishment.

He thanked Council Member Breitkreuz for 12 incredible years, for everything he has done for the Town, and for making him a better attorney. Town Attorney Poliakoff wished him a nice rest.

10. Administration Comments

Town Administrator Berns did not have a report, but shared a story about one of the times he was interviewed by Council Member Breitkreuz.

Resolutions

11. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE TOWN HOLIDAY SCHEDULE FOR THE CALENDAR YEAR 2019; 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.

12. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE TOWN COUNCIL MEETING SCHEDULE FOR THE CALENDAR YEAR 2019; AND PROVIDING FOR AN EFFECTIVE DATE.

The following motion was made by Council Member Breitkreuz, seconded by Vice Mayor Fisikelli, 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.

13. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE EIGHTH AMENDMENT TO THE AGREEMENT WITH CSI CODE SERVICES, INC. ("CSI"); INCREASING THE COMPENSATION EFFECTIVE OCTOBER 1, 2018; ADDING AN ADDITIONAL CODE OFFICER; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ENTER INTO AN AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Council Member Breitkreuz, seconded by Vice Mayor Fisikelli, 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.

- 14.** Approval of Minutes
a. October 11, 2018 – Regular Meeting

The following motion was made by Vice Mayor Fisikelli, 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 MINUTES.

15. Adjournment - Meeting was adjourned at 9:16 PM.

Respectfully submitted:

Ivette Solera, Deputy Town Clerk, CMC

*Adopted by the Town Council on
this 13th day of December, 2018.*

Doug McKay, 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.