



# Southwest Ranches Town Council

## REGULAR MEETING

Agenda of November 18, 2021

Southwest Ranches Council Chambers  
7:00 PM Thursday

13400 Griffin Road  
Southwest Ranches, FL 33330

<b><u>Mayor</u></b> Steve Breitreuz	<b><u>Town Council</u></b> Jim Allbritton Gary Jablonski David Kuczenski	<b><u>Town Administrator</u></b> Andrew D. Berns, MPA	<b><u>Town Attorney</u></b> Keith M. Poliakoff, J.D.
<b><u>Vice Mayor</u></b> Bob Hartmann		<b><u>Town Financial Administrator</u></b> Martin Sherwood, CPA CGFO	<b><u>Assistant Town Administrator/Town Clerk</u></b> Russell C. Muniz, MPA

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. American Heart Association - 2021 Gold Plus Award Presentation - Davie Fire Chief Julie Downey**
- 4. Introduction of Davie Police Chief Steve Kinsey**
- 5. 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.
- 6. Board Reports**
- 7. Council Member Comments**
- 8. Legal Comments**
- 9. Administration Comments**

### **Ordinance - 2nd Reading**

- 10. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY ADDING A NEW PROPERTY RIGHTS ELEMENT; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY AND OTHER REVIEW AGENCIES DEFINED IN F.S. 163.3184(1)(C); PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. (APPLICATION NO. PA-22-2)**

### Ordinance - 1st Reading

11. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ADOPTING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS FOR FISCAL YEARS 2022-2026 PURSUANT TO CHAPTER 163, FLORIDA STATUTES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

### Resolutions

12. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF FORTY-SIX THOUSAND EIGHT HUNDRED DOLLARS AND ZERO CENTS (\$46,800.00) WITH CRAVEN THOMPSON AND ASSOCIATES FOR PROFESSIONAL SERVICES FOR THE SW 185TH WAY AND SW 63RD STREET DRAINAGE IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.
13. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF SEVENTEEN THOUSAND DOLLARS AND ZERO CENTS (\$17,000.00) WITH CRAVEN THOMPSON AND ASSOCIATES, INC. TO COMPLETE THE SURVEYING SERVICES FOR THE COUNTRY ESTATES DRAINAGE AND WATER QUALITY IMPROVEMENT PROJECT; AUTHORIZING TOWN ADMINISTRATOR TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.
14. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF FORTY-FIVE THOUSAND SIX HUNDRED THIRTY-FIVE DOLLARS AND ZERO CENTS (\$45,635.00) WITH KIMLEY HORN AND ASSOCIATES, INC. TO COMPLETE THE CIVIL ENGINEERING SERVICES FOR THE COUNTRY ESTATES DRAINAGE AND WATER QUALITY IMPROVEMENT PROJECT; AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.
15. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF FIFTY-FIVE THOUSAND TWO HUNDRED SEVENTY DOLLARS AND ZERO CENTS (\$55,270.00) WITH KIMLEY HORN AND ASSOCIATES, INC. FOR PROFESSIONAL SERVICES FOR THE NEXT PHASE OF THE TRANSPORTATION SURFACE AND DRAINAGE ONGOING REHABILITATION (TSDOR) ROADWAY IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2021-2022 TOWN BUDGET AND PROVIDING AN EFFECTIVE DATE.
16. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AUTHORIZING TO JOIN WITH THE STATE OF FLORIDA AND OTHER LOCAL GOVERNMENTAL UNITS AS A PARTICIPANT IN THE FLORIDA MEMORANDUM OF

**UNDERSTANDING AND FORMAL AGREEMENTS IMPLEMENTING A UNIFIED PLAN FOR THE ALLOCATION AND USE OF PROSPECTIVE SETTLEMENT DOLLARS FROM OPIOID RELATED LITIGATION; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY, TO ENTER INTO AN AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

- 17. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE TOWN COUNCIL MEETING SCHEDULE FOR THE CALENDAR YEAR 2022; AND PROVIDING FOR AN EFFECTIVE DATE.**
- 18. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE TOWN HOLIDAY SCHEDULE FOR THE CALENDAR YEAR 2022; AND PROVIDING AN EFFECTIVE DATE.**
- 19. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPOINTING COUNCIL MEMBER \_\_\_\_\_ AS THE NEW VICE MAYOR OF THE TOWN OF SOUTHWEST RANCHES; AND PROVIDING AN EFFECTIVE DATE.**
- 20. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A YEAR END BUDGET ADJUSTMENT FOR THE FISCAL YEAR 2020-2021 BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.**
- 21. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING RESOLUTION NO. 2014-054 TO ESTABLISH A REVISED COMPREHENSIVE FEE SCHEDULE FOR DEVELOPMENT AND PERMIT REVIEW FEES; AND PROVIDING AN EFFECTIVE DATE.**
- 22. Approval of Minutes**
  - a. August 17, 2021 Budget Workshop**
  - b. September 13, 2021 First Budget Hearing**
  - c. September 13, 2021 Regular Meeting**
  - d. September 23, 2021 Second Budget Hearing**
  - e. September 23, 2021 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.

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

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

Town Council  
Steve Breitkreuz, *Mayor*  
Bob Hartmann, *Vice Mayor*  
Jim Allbritton, *Council Member*  
Gary Jablonski, *Council Member*  
David Kuczenski, *Council Member*

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

## COUNCIL MEMORANDUM

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew Berns, Town Administrator  
**FROM:** Jeff Katims  
**DATE:** 11/18/2021  
**SUBJECT:** ORDINANCE ADOPTING PROPERTY RIGHTS ELEMENT

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### **Recommendation**

Staff recommends the Town Council adopt the proposed property rights element as revised pursuant to comment from State Land Planning Agency.

### **Unanimous Vote of the Town Council Required?**

Yes

### **Strategic Priorities**

A. Sound Governance

### **Background**

In July of this year, an amendment creating Section 163.3177(6)(i) F.S. took effect, requiring that all local governments adopt a private property rights element within their comprehensive plans. The intent of the requirement is, "that governmental entities respect judicially acknowledged and constitutionally protected private property rights," by considering such rights in local decision-making.

The proposed property rights element consists of a statement that the Town will consider specified private property rights in its decision-making, taken verbatim from Section 163.3177(6)(i), F.S. Staff finds that the statutory language is suitable for adoption, noting that a municipality is not required to adopt the statutory language verbatim, and may create a commensurate and more expansive version.

The statute requires that the Town adopt a property rights element in compliance with Section 163.3177(6)(i) before it can adopt any other amendment to the comprehensive plan.

Staff transmitted the proposed Ordinance to the State Land Planning Agency following first reading as required by law. The Agency commented that the scope of the proposed element to, consider property rights in all planning and development decisions, is too narrow, and must instead apply to all local decision making. The proposed Ordinance is amended for second reading to reflect the Agency's comment.

**Fiscal Impact/Analysis**

N/A

**Staff Contact:**

Jeff Katims, AICP, CNU-A

**ATTACHMENTS:**

Description	Upload Date	Type
Ordinance - Second Reading	11/5/2021	Ordinance
163.3177(6)(i)	9/10/2021	Backup Material



1           **Section 2: New Element.** The Town’s Comprehensive Plan is amended by  
2 adding the property rights element attached as Exhibit “A” and made a part of this  
3 Ordinance as if set forth in full.

4           **Section 3: F.S. Chapter 163 Transmittal.** That the Town Planner is hereby  
5 directed to transmit this Ordinance to the State Land Planning Agency immediately  
6 following first reading of this Ordinance, and is hereby directed to transmit the adopted  
7 Ordinance to the State Land Planning Agency immediately following the second and final  
8 reading of this Ordinance.

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

12           **Section 5: Severability.** Should any section or provision of this Ordinance or any  
13 portion thereof, any paragraph, sentence or word hereof be declared unconstitutional or  
14 invalid, the invalidity thereof shall not affect the validity of any of the remaining portions  
15 of this Ordinance.

16           **Section 6: Effective Date.** This Ordinance shall take effect 31 days after the  
17 Department of Economic Opportunity notifies the Town that the plan amendment  
18 package is complete, unless timely challenged pursuant to sec. 163.3184(5), F.S., in  
19 which case the Ordinance shall take effect on the date that the Department of Economic  
20 Opportunity or the Administration Commission enters a final order determining the  
21 adopted amendment to be in compliance.

22  
23           **PASSED ON FIRST READING** this \_\_\_ day of \_\_\_\_\_, 2021 on a motion made  
24 by \_\_\_\_\_ and seconded by \_\_\_\_\_.

25           **PASSED AND ADOPTED ON SECOND READING** this \_\_\_ day of \_\_\_\_\_,  
26 2021, on a motion made by \_\_\_\_\_ and seconded by  
27 \_\_\_\_\_.

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29  
Ordinance No. 2022-\_\_

**[Signatures on the Following Page]**

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Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

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

\_\_\_\_\_  
Steve Breitkreuz, Mayor

ATTEST:

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

Approved as to Form and Correctness:

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

1001.435.01

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## EXHIBIT "A"

### III. J. PROPERTY RIGHTS ELEMENT (PRE)

#### 1. GOALS OBJECTIVES AND POLICIES

##### PRE GOAL 1

~~The Town will make planning and development decisions with respect for property rights.~~ consider private property rights in its decisionmaking.

**PRE Objective 1:** The Town will respect judicially acknowledged and constitutionally protected private property rights.

**PRE Policy 1.1:** The Town will consider in its decision-making the right of a property owner to physically possess and control his or her interests in the property, including easements, leases, or mineral rights.

**PRE Policy 1.2:** The Town will consider in its decision-making the right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.

**PRE Policy 1.3:** The Town will consider in its decision-making the right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.

**PRE Policy 1.4:** The Town will consider in its decision-making the right of a property owner to dispose of his or her property through sale or gift.

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The 2021 Florida Statutes

Title XI

COUNTY ORGANIZATION AND INTERGOVERNMENTAL RELATIONS

Chapter 163

INTERGOVERNMENTAL PROGRAMS

163.3177 Required and optional elements of comprehensive plan; studies and surveys.—

\* \* \*

(i)1. In accordance with the legislative intent expressed in ss. 163.3161(10) and 187.101(3) that governmental entities respect judicially acknowledged and constitutionally protected private property rights, each local government shall include in its comprehensive plan a property rights element to ensure that private property rights are considered in local decisionmaking. A local government may adopt its own property rights element or use the following statement of rights:

The following rights shall be considered in local decisionmaking:

1. The right of a property owner to physically possess and control his or her interests in the property, including easements, leases, or mineral rights.
2. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.
4. The right of a property owner to dispose of his or her property through sale or gift.

2. Each local government must adopt a property rights element in its comprehensive plan by the earlier of the date of its adoption of its next proposed plan amendment that is initiated after July 1, 2021, or the date of the next scheduled evaluation and appraisal of its comprehensive plan pursuant to s. 163.3191. If a local

government adopts its own property rights element, the element may not conflict with the statement of rights provided in subparagraph 1.



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

## COUNCIL MEMORANDUM

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Emily Aceti, Community Services Manager  
**DATE:** 11/18/2021  
**SUBJECT:** FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS UPDATE

### Recommendation

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

### Unanimous Vote of the Town Council Required?

No

### Strategic Priorities

A. Sound Governance

D. Improved Infrastructure

### Background

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

The Schedule contained within the Capital Improvements Element (CIE) is a list of capital improvement expenditures that are proposed each year fiscal year over a five-year period. The Schedule identifies dedicated or anticipated funding sources, as well as unfunded improvements that are included should funding become available. For comprehensive planning

purposes, the Schedule outlines how level of service standards (ex: park acreage, traffic movement, drainage) will be maintained over the next five years. The updated Schedule reflects that there are no level of service deficiencies relative to Town facilities that require the Town to commit capital funds.

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

### **Fiscal Impact/Analysis**

Capital Improvement Projects are Town projects where the anticipated value of the asset created generally has an estimated value of at least \$25,000. An asset for these purposes is an item which is not generally consumed for operating purposes and which has an expected life of not less than three years.

Funding for capital improvement project items generally comes from surplus revenues from other governmental funds (particularly the general governmental operating fund – also known as the “General Fund”). Additional revenue maybe derived from the Fire Assessment, debt service proceeds, grants, other permissible interfund transfers or from Fund Balance. Wherever possible, the various projects included in the 5-Year Capital Improvement Plan have identified funding sources for each fiscal year of appropriation.

### **Staff Contact:**

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

### **ATTACHMENTS:**

Description	Upload Date	Type
Ordinance - TA Approved	10/22/2021	Ordinance
CIE GOPS	10/22/2021	Exhibit
CIE Supporting Documents	10/22/2021	Exhibit

**ORDINANCE**

**AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ADOPTING THE FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS FOR FISCAL YEARS 2022-2026 PURSUANT TO CHAPTER 163, FLORIDA STATUTES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Section 163.3177, F.S. requires every local government to annually update the Five-Year Schedule 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 \_\_\_\_\_, 2021 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 \_\_\_\_\_, 2021 on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**PASSED ON SECOND READING** this \_\_\_\_ day of \_\_\_\_\_, 2021 on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Breitkreuz \_\_\_\_\_

Hartmann \_\_\_\_\_

Allbritton \_\_\_\_\_

Jablonski \_\_\_\_\_

Kuczenski \_\_\_\_\_

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

Abstaining \_\_\_\_\_

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.732.01

## 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 as follows: School Type A is a bounded elementary, middle or high school that has the equivalent of at least 10% of its permanent FISH capacity available onsite in relocatables. The LOS for School Type A shall be 100% gross capacity (including relocatables).

School Type B is a bounded elementary, middle or high school that has less than the equivalent of at least 10% of its permanent FISH capacity available onsite in relocatables. The LOS for School Type A shall be 110% FISH capacity

The LOS shall be achieved and maintained within the period covered by the five-year schedule of capital improvements.

**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.**

Measurement:

- 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. Any Town developed tertiary drainage system must be coordinated with the Central Broward Water Control District and the South Broward Drainage District.
3. 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.
4. Evaluate the public benefits of annexing lands into the Town.
5. Maintain Land Development Code regulations which are consistent with the adopted comprehensive plan.
6. Explore methods of obtaining funds for purchasing and constructing public passive open space and trails.
7. Explore possibilities of securing funds for improving traffic capacity on Griffin Road and constructing 184th Avenue.
8. 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.
9. Encourage enforcement of the Town's current land development regulations.
10. Analyze the 2010 Census data and evaluate the Comprehensive Plan to reflect new data.
11. Develop and maintain a tertiary drainage plan for all the areas within our Town.
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 2022 - FY 2026**

Department Name	Project Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
<b>Public Safety/ General Fund &amp; Capital Projects Fund</b>	<u>Fire Wells Replacement and Installation</u>	30,000	30,000	30,000	30,000	30,000	150,000
	<u>Public Safety-Fire Rescue Apparatus Protective Awning</u>	21,298	-	-	-	-	21,298
	<u>Emergency Operations Center</u>	-	-	-	-	5,400,000	5,400,000
	<u>TH Complex Safety, Drainage, Mitigation Improvements</u>	180,000	-	-	-	-	180,000
<b>Townwide / Capital Projects Fund</b>	<u>Southwest Meadows Sanctuary Park</u>	60,000	508,406	518,406	518,406	518,406	2,123,624
	<u>Calusa Corners Park</u>	27,450	296,000	503,225	195,500	211,000	1,233,175
	<u>Country Estates Park</u>	150,000	175,000	240,000	229,575	270,425	1,065,000
	<u>Frontier Trails Conservation Area</u>	60,000	125,000	223,500	689,650	841,500	1,939,650
<b>-</b>	<u>PROS Entranceway Signage</u>	60,000	40,000	-	-	-	100,000
	-	-	-	-	-	-	-
	<u>Surface &amp; Drainage Ongoing Rehabilitation (TSDOR): Surtax</u>	1,960,210	-	-	-	-	1,960,210
	<u>Surface and Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax</u>	83,790	155,000	155,000	155,000	155,000	703,790
<b>Public Works: Engineering/ Transportation Fund</b>	<u>Drainage Improvement Projects: Surtax</u>	-	-	-	-	4,566,042	4,566,042
	<u>Drainage Improvement Projects: Non-Surtax</u>	999,514	306,310	138,000	138,000	138,000	1,719,824
	<u>Pavement Striping and Markers</u>	14,265	20,000	20,000	20,000	20,000	94,265
	<u>Guardrails Installation Project</u>	390,000	390,000	205,000	205,000	-	1,190,000
<b>-</b>	<u>Street Lighting</u>	-	25,000	201,000	196,000	-	422,000
	<b>PROJECT TOTALS</b>	<b>\$4,036,527</b>	<b>\$2,070,716</b>	<b>\$2,234,131</b>	<b>\$2,377,131</b>	<b>\$12,150,373</b>	<b>\$22,868,878</b>

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

The following documents are hereby incorporated by reference:

\* Broward County Transportation Improvement Program for FY 2021/22 – 2025/26

\* Broward County MPO Cost Feasible Long-Range Transportation Plan 2045

\*FDOT Adopted Work Program FY 2021/22 – 2025/26

\* The City of Sunrise 10-Year Water Supply Facilities Work Plan adopted on July 14, 2020, and the capital projects described therein for the purposes of ensuring adequate water supply. will be provided for the limited number of properties that are or will be served by City of Sunrise.

\*The Cooper City 10-year Water Supply Facilities Work Plan adopted on August 25, 2020, as incorporated and adopted in the Infrastructure Element of its Comprehensive Plan and the capital improvement projects contained therein.

# **PROPOSED FY 2021-2022 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 (2022-2026): 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 (160<sup>th</sup> 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 2021/22 – 2025/26
- \* Broward County MPO Cost Feasible Long-Range Transportation Plan 2045
- \*FDOT Adopted Work Program FY 2021/22 – 2025/26

#### **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 Town hereby adopts by reference the City of Sunrise 10-Year Water Supply Facilities Work Plan adopted on July 14, 2020, and the capital projects described therein for the purposes of ensuring adequate water supply to the limited number of properties served by the system.

The Town hereby adopts by reference the Cooper City 10-year Water Supply Facilities Work Plan adopted on August 25, 2020, as incorporated and adopted in the Infrastructure Element of its Comprehensive Plan and the capital improvement projects contained therein for the purpose of ensuring adequate water supply to the limited number of properties served by the system.

### **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 2021/22 – 2025/26 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 for each public elementary, middle, and high school within Broward County is as follows:

School Type A is a bounded elementary, middle or high school that has the equivalent of at least 10% of its permanent FISH capacity available onsite in relocatables. The LOS for School Type A shall be 100% gross capacity (including relocatables).

School Type B is a bounded elementary, middle or high school that has less than

the equivalent of 10% of its permanent FISH capacity available onsite in relocatables. The LOS for School Type B shall be 110% permanent FISH capacity.

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 2021/22 – 2025/26 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 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 2022 - FY 2026**

Department Name	Project Name	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
<b>Public Safety/ General Fund &amp; Capital Projects Fund</b>	<u>Fire Wells Replacement and Installation</u>	30,000	30,000	30,000	30,000	30,000	150,000
	<u>Public Safety-Fire Rescue Apparatus Protective Awning</u>	21,298	-	-	-	-	21,298
	<u>Emergency Operations Center</u>	-	-	-	-	5,400,000	5,400,000
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<b>-</b>	<u>PROS Entranceway Signage</u>	60,000	40,000	-	-	-	100,000
	-	-	-	-	-	-	-
<b>Public Works: Engineering/ Transportation Fund</b>	<u>Surface &amp; Drainage Ongoing Rehabilitation (TSDOR): Surtax</u>	1,960,210	-	-	-	-	1,960,210
	<u>Surface and Drainage Ongoing Rehabilitation (TSDOR): Non-Surtax</u>	83,790	155,000	155,000	155,000	155,000	703,790
	<u>Drainage Improvement Projects: Surtax</u>	-	-	-	-	4,566,042	4,566,042
	<u>Drainage Improvement Projects: Non-Surtax</u>	999,514	306,310	138,000	138,000	138,000	1,719,824
	<u>Pavement Striping and Markers</u>	14,265	20,000	20,000	20,000	20,000	94,265
	<u>Guardrails Installation Project</u>	390,000	390,000	205,000	205,000	-	1,190,000
	<u>Street Lighting</u>	-	25,000	201,000	196,000	-	422,000
	<b>PROJECT TOTALS</b>	<b>\$4,036,527</b>	<b>\$2,070,716</b>	<b>\$2,234,131</b>	<b>\$2,377,131</b>	<b>\$12,150,373</b>	<b>\$22,868,878</b>

<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>
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<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>STX</u>	<u>Mobility Advancement Program/Transportation Surtax</u>
<u>TFB</u>	<u>Transportation Fund Fund Balance</u>





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

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

**Town Council**  
**Steve Breitkreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David Kuczenski, Council Member**

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

### **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Emily Aceti, Community Services Manager  
**DATE:** 11/18/2021  
**SUBJECT:** Purchase Order to Craven Thompson and Associates for Engineering and Design for the SW 185th Way and SW 63rd Street Drainage Project

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#### **Recommendation**

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

#### **Unanimous Vote of the Town Council Required?**

No

#### **Strategic Priorities**

A. Sound Governance

D. Improved Infrastructure

#### **Background**

The Southwest Ranches Country Estates SW 185<sup>th</sup> Way and SW 63rd Street Drainage Improvement project is in the Town's Capital Improvement Element, is shown on the Town's Tertiary Drainage Plan, has been approved and prioritized by the Town's Drainage and Infrastructure Advisory Board and is also supported by the South Broward Drainage District. The project includes the stormwater system within a highly travelled area that serves as a major collector for traffic.

The roads in this area have a higher risk of flooding because the existing stormwater infrastructure along SW 63<sup>rd</sup> Street is not designed to handle the necessary right of way runoff. These improvements will ensure that SW 63<sup>rd</sup> Street and SW 185<sup>th</sup> Way are better protected from storm events. Additionally, the conveyance element of the system is

insufficient and cannot transport the right of way runoff to the discharge point.

The Town has a continuing contract with Craven Thompson and Associates, and staff desires to issue a Purchase Order for the engineering design, bidding assistance, and construction services required for this project.

The design scope will require the survey and stormwater system design of a properly sized underground piped stormwater conveyance system. The survey will require topographic information for roadway centerline, edge of pavement, swale cross section, existing stormwater structure rims and inverts including the discharge headwall. The design will require full design plans that illustrate the system's depth, alignment, and all necessary specifications necessary to properly construct the system.

**Fiscal Impact/Analysis**

The Town partially budgeted \$343,690 for this specific project in the FY 2022 approved Budget - Municipal Transportation Fund account #101-5100-541-63260 (Infrastructure - Drainage). The Town received a proposal from Craven Thompson and Associates totaling \$46,800.

**Staff Contact:**

Rod Ley, P.E., Public Works Director  
Emily Aceti, Community Services Manager  
Martin D. Sherwood, Town Financial Administrator

**ATTACHMENTS:**

Description	Upload Date	Type
Resolution - TA Approved	11/8/2021	Resolution
Craven Thompson Proposal	10/25/2021	Exhibit

## RESOLUTION NO. 2022

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF FORTY-SIX THOUSAND EIGHT HUNDRED DOLLARS AND ZERO CENTS (\$46,800.00) WITH CRAVEN THOMPSON AND ASSOCIATES FOR PROFESSIONAL SERVICES FOR THE SW 185<sup>TH</sup> WAY AND SW 63<sup>RD</sup> STREET DRAINAGE IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town desires to construct a drainage improvement in Country Estates near SW 185<sup>th</sup> Way and SW 63rd Street; and

**WHEREAS**, this project has been approved and prioritized by the Town's Drainage and Infrastructure Advisory Board; and

**WHEREAS**, the Town partially budgeted for this specific project in the FY 2022 approved Budget - Municipal Transportation Fund account #101-5100-541-63260 (Infrastructure - Drainage); and

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

**WHEREAS**, the Town has a continuing contract for Engineering Services with Craven Thompson and Associates; and

**WHEREAS**, the Town received a proposal from Craven Thompson and Associates, for surveying and engineering design for the improvements in the amount of Forty-Six Thousand Eight Hundred Dollars and Zero Cents (\$46,800.00); and

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

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

**Section 1.** 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 amount of Forty-Six Thousand Eight Hundred Dollars and Zero Cents (\$46,800.00) for professional services relating to the drainage 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 \_\_\_\_\_ day of \_\_\_\_\_ 2021 on a motion by

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

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

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

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.743.01

October 22, 2021

*e-mail:* [rley@southwestranches.org](mailto:rley@southwestranches.org)  
[eaceti@southwestranches.org](mailto:eaceti@southwestranches.org)

Ms. Emily McCord Aceti, P.E.  
Community Service Manager  
Town of Southwest Ranches  
13400 Griffin Road  
Southwest Ranches, FL 33330-2628

**RE: SW 63<sup>RD</sup> STREET - DRAINAGE PROJECT  
FROM SW 185<sup>TH</sup> WAY TO SW 190<sup>TH</sup> AVENUE CANAL  
CTA PROPOSAL NO. 2021-T04.352**

Dear Emily:

The firm of Craven Thompson & Associates, Inc. is pleased to provide the following proposal for professional engineering and surveying services for the above referenced project per our Continuing Contract for Professional Engineering Services, RLI No. 19-005, dated November 21, 2019. Our scope is as follows:

CRAVEN THOMPSON



**& ASSOCIATES INC.**

Engineers  
Planners  
Surveyors  
Landscape Architects

**I. SURVEYING SERVICES**

**1.1 Topographic Survey of SW 163<sup>rd</sup> Street (CTA Task No. 11050)**

Prepare a topographic survey of SW 63<sup>rd</sup> Street within the Town Limits, covering approximately 2,000 linear feet, from the canal approximately 600 feet east of SW 185<sup>th</sup> Way, westerly to the canal lying approximately 330 feet west of SW 188<sup>th</sup> Avenue. The westerly 1,350 feet of the project was previously surveyed in April of 2018 and will be revisited and checked for any changes. The easterly 650 feet of the project is gated and unpaved and being used as access to a private barn and horse-riding arena. The Town will need to assist in notifying the current owners and providing our field crews access to survey.

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 and include the following:

- 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.
- Establish a Baseline of Survey along the route for Engineering Plans and Design.
- The project will include from the west edge of water of the existing canal 650 feet east of SW 185<sup>th</sup> Way, to the east edge of water of the canal where its accessible, with cross-sections of the canal as defined below.

3563 NW 53<sup>rd</sup> Street  
Fort Lauderdale, FL 33309-6311  
Phone: (954) 739-6400  
Fax: (954) 739-6409

- The location of all aboveground visible improvements, including pavement, slabs, fences, signs, mailboxes, overhead wires and utility features, within the limits of this survey, as defined above.
- Underground utility lines are not part of this scope, except as noted herein.
- Trees (not considered as invasive species by Broward County) 3” in diameter and above will be located and named with their common name only. Dense shrubbery or hedges within the right-of-way will be located on the edges only, not individual trees or bushes.
- 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.
- Private driveways, headwalls and culverts along the road will be located in the field, where they are accessible and not obstructed by fences, gates, or security systems, including dogs.
- All elevations will be relative to North American Vertical Datum of 1988 (NAVD88) and based on National Geodetic Survey (NGS) or Florida Department of Transportation (FDOT) benchmarks.
- 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 2019 or higher, drawing file format, and provided along with hard copy signed and sealed surveys.

*Lump Sum..... \$8,500.00*

***Note: Approximate time of completion: Six to Seven (6-7) weeks, after receipt of Notice to Proceed (weather permitting).***

## **II. CIVIL ENGINEERING SERVICES**

### **2.1 Engineering Plans (CTA Task No. 31030)**

Prepare engineering design plans for the installation of new drainage system in SW 63<sup>rd</sup> Street from SW 185<sup>th</sup> Way to the Canal east of SW 190<sup>th</sup> Avenue. The plans shall include General Notes and Specifications, PG&D Plans, Details and Cross Sections. Plans will be designed based on available as-built information of existing utilities and in accordance with Town of Southwest Ranches Standards, Broward County and Central Broward Water Control District. Task will include a cost estimate and preparation of Technical Specifications. Roadway improvements and test hole locates on existing utilities are not included.

*Lump Sum..... \$18,800.00*

### **2.2 Geotechnical Services (CTA Task No. 31006)**

Perform two (2) Usual Open Hole Percolation tests for the design of an exfiltration trench system in SW 63<sup>rd</sup> Street.

*Lump Sum..... \$2,000.00*

2.3 Prepare and Process Permit Applications (CTA Task No. 31080)  
Prepare and process permit applications and supporting documents through appropriate state and local agencies including:

- Town of Southwest Ranches
- Central Broward Water Control District
- Broward County ERL (if necessary)

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

2.4 Bidding Assistance (CTA Task No. 31115)  
Prepare for and attend a pre-bid meeting, answer RFI's, revise Bid Documents, prepare Addendum, review Bid Schedules and overall coordination with Town during the bidding process. This task shall include two (2) meetings with the Town staff.

*Lump Sum*..... \$4,300.00

**III. CONSTRUCTION ADMINISTRATION**

3.1 Construction Management (CTA TASK NO. 31120)  
Attend pre-construction meeting with City staff and contractor. Review and approve shop drawings. Perform periodic site reviews as required to determine if the work being performed in a manner that conforms to the contract documents. Attend project meetings, respond to contractor request for information. Two (2) to three (3) visits per week are anticipated to occur over an eight (8) week time period.

Provide certification to permitting agencies based on the contractor's provided as-built drawings, documents, etc. as necessary to close out the permits.

*Hourly, Not to Proceed*..... \$8,200.00

**TOTAL FEES**..... **\$46,800.00**

**SERVICES NOT INCLUDED**

- Test Hole Locations
- Traffic Studies
- Environmental Analysis or Permitting
- Army Corp of Engineers, FDEP or Broward County Dredge and Fill Permitting
- Any service not listed

**TO BE PROVIDED BY TOWN**

- Permit fees
- Any atlas, GIS, documents related to this Project.

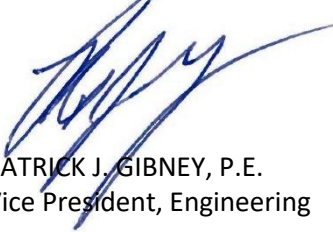
**Acceptance**

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.**



PATRICK J. GIBNEY, P.E.  
Vice President, Engineering

PJG/tg

**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





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

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

**Town Council**  
**Steve Breitkreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David Kuczenski, Council Member**

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

### **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Emily Aceti, Community Services Manager  
**DATE:** 11/18/2021  
**SUBJECT:** Purchase Order to Craven Thompson and Associates, Inc. for Surveying Services for the Country Estates Drainage and Water Quality Improvement Project

---

#### **Recommendation**

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

#### **Unanimous Vote of the Town Council Required?**

No

#### **Strategic Priorities**

A. Sound Governance

D. Improved Infrastructure

#### **Background**

The Town of Southwest Ranches has a comprehensive drainage project in our Capital Improvement Element, which is shown on the Town's Tertiary Drainage Plan (TDP). This respective comprehensive drainage project has been approved and prioritized by the Drainage and Infrastructure Advisory Board (DIAB).

The Town was awarded \$355,000 for this critical infrastructure from the State budget. As per the funding agreement with FDEP, the drainage improvements must be completed before October 31, 2023.

This project consists of constructing a drainage collection system with underground piping and drainage inlets to provide a direct connection the existing trunkline along SW 54<sup>th</sup> Place that ultimately ties into the South Broward Drainage District canal and floodgate that connects to the C-11 Canal.

The Town has a continuing contract for Surveying Services with Craven Thompson and Associates, Inc. Staff has coordinated and negotiated the scope and related pricing with Craven Thompson and desires to issue a Purchase Order for these respective services in the amount of \$17,000.

**Fiscal Impact/Analysis**

The total project cost is estimated to be \$455,000 (\$355,000 FDEP grant + \$100,000 Town Match). The Town budgeted \$455,000 for this specific project in the FY 2022 approved Budget - Municipal Transportation Fund account #101-5100-541-63260 (Infrastructure - Drainage).

**Staff Contact:**

Rod Ley, P.E., Public Works Director  
Emily McCord Aceti, Community Services Manager  
Martin D. Sherwood, Town Financial Administrator

**ATTACHMENTS:**

Description	Upload Date	Type
Resolution - TA Approved	11/9/2021	Resolution
Craven Thompson Proposal	10/28/2021	Exhibit

**RESOLUTION NO.**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF SEVENTEEN THOUSAND DOLLARS AND ZERO CENTS (\$17,000.00) WITH CRAVEN THOMPSON AND ASSOCIATES, INC. TO COMPLETE THE SURVEYING SERVICES FOR THE COUNTRY ESTATES DRAINAGE AND WATER QUALITY IMPROVEMENT PROJECT; AUTHORIZING TOWN ADMINISTRATOR TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town desires to complete a drainage improvement project in Country Estates; and

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

**WHEREAS**, this project consists of constructing a drainage collection system with underground piping and drainage inlets to provide a direct connection the existing trunkline along SW 54<sup>th</sup> Place that ultimately ties into the South Broward Drainage District canal and floodgate that connects to the C-11 Canal; and

**WHEREAS**, the State Legislature has graciously appropriated Three Hundred Fifty-Five Thousand Dollars and Zero Cents (\$355,000.00) to assist the Town in completing this project; and

**WHEREAS**, the Town budgeted Four Hundred Fifty-Five Thousand Dollars and Zero Cents (\$455,000.00) for this specific project in the FY 2022 approved Budget - Municipal Transportation Fund account #101-5100-541-63260 (Infrastructure – Drainage Non-Surtax); and

**WHEREAS**, a survey is needed to complete the construction; and

**WHEREAS**, the Town has a continuing contract for Surveying Services with Craven Thompson and Associates, Inc.; and

**WHEREAS**, staff has coordinated and negotiated the scope and related pricing with Craven Thompson and desires to issue a Purchase Order for these respective services in the not to exceed amount of Seventeen Thousand Dollars and Zero Cents (\$17,000.00); and

**WHEREAS**, the Town of Southwest Ranches desires to issue the 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 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, Inc. in the amount of Seventeen Thousand Dollars and Zero Cents (\$17,000.00) for professional surveying services relating to the drainage 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 \_\_\_\_\_ day of \_\_\_\_\_ 2021 on a motion by

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

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

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

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.746.01

October 28, 2021

*e-mail: [rley@southwestranches.org](mailto:rley@southwestranches.org)  
[eaceti@southwestranches.org](mailto:eaceti@southwestranches.org)*

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

**RE: FRONTIER TRAILS CONSERVATION AREA - TOPOGRAPHIC SURVEY  
CT&A PROPOSAL NO. 2021-T04.358**

**CRAVEN 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 engineering and surveying services, for the above referenced project. Our scope is as follows:

I. **SURVEYING SERVICES**

1.1 **Topographic Survey** (CT&A Task No. 11020)

Prepare a topographic survey of the Northwest area of the Frontier Trails Conservation Area. The limits being as shown on the attached *Exhibit 'A'* and further defined by the west line of Lots 1-5, Block 1 of "Frontier Trails" recorded in Plat Book 97, page 8, Broward County records, the east right-of-way of SW 193<sup>rd</sup> Lane, The center line of right-of-way of SW 51<sup>st</sup> Manor, and the South right-of-way line of SW 54<sup>th</sup> Place. The limits cover an area of approximately 11 ½ acres. 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 and include the following:

- 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.
- Establish a Baseline of Survey along the approximate center of SW 193<sup>rd</sup> Lane and SW 54<sup>th</sup> Place
- The project will include topographic elevations of the site on an approximate 50-100 foot grid, depending on the density of the vegetation
- The location of all above-ground visible improvements are not included, trees, slabs, fences, signs, mailboxes, overhead wires and utility features, within the limits of this survey, except as noted below.

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

- Locations of the existing edge of pavement for SW 193<sup>rd</sup> Lane, SW 51<sup>st</sup> Manor, and SW 54<sup>th</sup> Place will be located every fifty (50) feet, and additional locations of any storm structures within the limits or within 100 feet outside of the project limits.
- Rims, inverts, and pipe sizes will be measured on any drainage structures found, if accessible and physically unobstructed. Otherwise, they will be noted on the drawing.
- All elevations will be relative to North American Vertical Datum of 1988 (NAVD88) and based on National Geodetic Survey (NGS) or Florida Department of Transportation (FDOT) benchmarks.
- 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 2019 or higher, drawing file format, and provided along with hard copy signed and sealed surveys.

*Lump Sum* .....\$17,000.00

***Approximate time of completion: Six to Seven (6-7) 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.

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. Additional requirements identified by the Client.
2. 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 .....	\$225/Hour
Senior Supervising Engineer.....	\$200/Hour
Senior Engineer .....	\$150/Hour
Project Engineer.....	\$130/Hour
Engineering Senior CADD Technician .....	\$100/Hour

**Land Surveying & Mapping Services**

Principal Surveyor .....	\$180/Hour
Professional Land Surveyor .....	\$140/Hour
Project Surveyor.....	\$125/Hour
Survey CADD / GIS Tech .....	\$95/Hour
Survey Field Crew (1-Man Crew).....	\$100/Hour
Survey Field Crew (2-Man Crew).....	\$140/Hour
Survey Field Crew (3-Man Crew).....	\$170/Hour
Survey Crew with Laser Scan (3-Man Crew).....	\$275/Hour

**Landscape Architecture and Planning Services**

Principal Landscape Architect / Principal Planner.....	\$180/Hour
Senior Supervising Landscape Architect.....	\$165/Hour
Senior Landscape Architect .....	\$145/Hour
AICP Planner.....	\$140/Hour
Landscape Architect.....	\$130/Hour
Project Landscape Designer .....	\$120/Hour
Project Planner.....	\$120/Hour

**Construction Administration Services**

Director of Construction Management .....	\$160/Hour
Construction Manager .....	\$150/Hour
Senior Field Representative .....	\$110/Hour
Field Representative .....	\$95/Hour

**Miscellaneous**

Clerical .....	\$80/Hour
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**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.

**Cost Estimates**

In that our firm does not have control over the cost of labor and materials, or over competitive bidding and marketing conditions, the estimates of construction costs provided by our firm will be made on the basis of our experience and qualifications, but our firm does not guarantee the accuracy of the estimates of probable cost as compared to the contractor's bids. The firm recommends that you consult with the other professionals which you have employed in connection with the project.

**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.

#### Permits and Approvals

The permits and agency approvals mentioned above are those known to us to be required for projects of this kind, and we will apply for them as indicated. However, our experience has shown us that agencies and regulatory authorities do not always communicate new regulations and legislation properly and that the enforcement of policies can vary. The Client is therefore cautioned that additional permits or approvals other than those presently identified may be required. Should this arise, we will notify you and respond promptly to the requirement.

#### Construction Requirements

At the time that the firm is authorized by you to perform professional engineering services involving design plans and permit requiring approval by governmental agencies, the firm will be required to provide certificates of compliance to those agencies with regard to the performance of certain aspects of the work, which performance will be rendered by others. It will be necessary, therefore, for the firm to perform full-time observation regarding some items and to make periodic site visits for other items to determine whether or not the improvements are in "substantial compliance" with the relevant contract documents.

It shall be your responsibility to notify the firm of the commencement of any work so that the firm may perform the necessary inspections and observations. The amount of time required for such inspections and observations and for the completion of the applicable certifications will be dictated by the performance of the contractor. Moreover, and in addition to the required site visits, the firm must also prepare and review the as-built drawings during and at the end of the construction period. All of the services described in this paragraph constitute "extra work", unless otherwise specifically set forth in the "Scope of Services". The cost of providing these services is not included in the Lump Sum fee, unless specifically indicated.

The firm shall not be responsible for the quality or quantity of the work, the execution thereof, the techniques or sequences of construction, the safety and security of the project or the maintenance thereof. The firm is not a guarantor or insurer of the work of others and assumes no duty in connection therewith. In performing the services required of it, the firm will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the firm by virtue of the undertakings or of its performance of the service hereunder. Absent bad faith in the performance of the work hereunder, the firm shall not be liable for any damages resulting from misfeasance in the performance of any work with regard to the project. No person other than you shall have the right to rely on the expertise of the firm or the performance of the matters set forth herein. The firm reserves the right to record a memorandum hereof in the public records of the County.

The above stated services are the minimum level of services that the firm is obligated to perform. The firm currently provides a complete range of construction-related services which it will be happy to discuss with you at the time that your project is ready for construction.

#### Permit Fees; Application Fees; Outside Consultant Fees

The service fees set forth herein do not include the payment of governmental agency submittal fees, review fees or permit fees, or any other charges assessed by said agencies. Further, the service fees do not include the cost of services provided by others. These fees shall be paid for by the Client. Should our firm find it absolutely necessary to advance fees for the Client, said fees shall be reimbursed along with a service and handling fee upon receipt of the invoice for same.

#### Direct Charges

Unless otherwise specified, the above service fees do not include the following direct charges:

1. Blue prints, mylars and xeroxing will be billed at current price schedule per print copy. These prices are available upon request.
2. Postage, Federal Express, photographic services for enlargements, reductions, etc.: At Cost plus 10% handling charge.

#### 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 the services of soil engineers or other consultants when such services are deemed necessary. Such services shall include test borings, test pits, soil bearing values, percolation tests, air and water pollution tests, ground corrosion and resistivity tests, including necessary operations for determining subsoil, air and water conditions, with reports and appropriate professional recommendations.
3. The Client shall furnish structural, mechanical, chemical and other laboratory tests, inspections and reports as required by law or the Contract Documents.
4. The Client shall furnish a Legal Description of the property and the appropriate Title Information.
5. The Client shall execute all permit applications. As "Permittee", or "applicant" or "holder", Owner shall be responsible for complying with the conditions of all permits issued. In particular, Client shall be responsible for the safety of the General Public during construction.

**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/fd

Attachment

**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

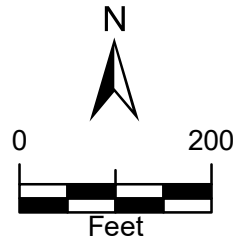
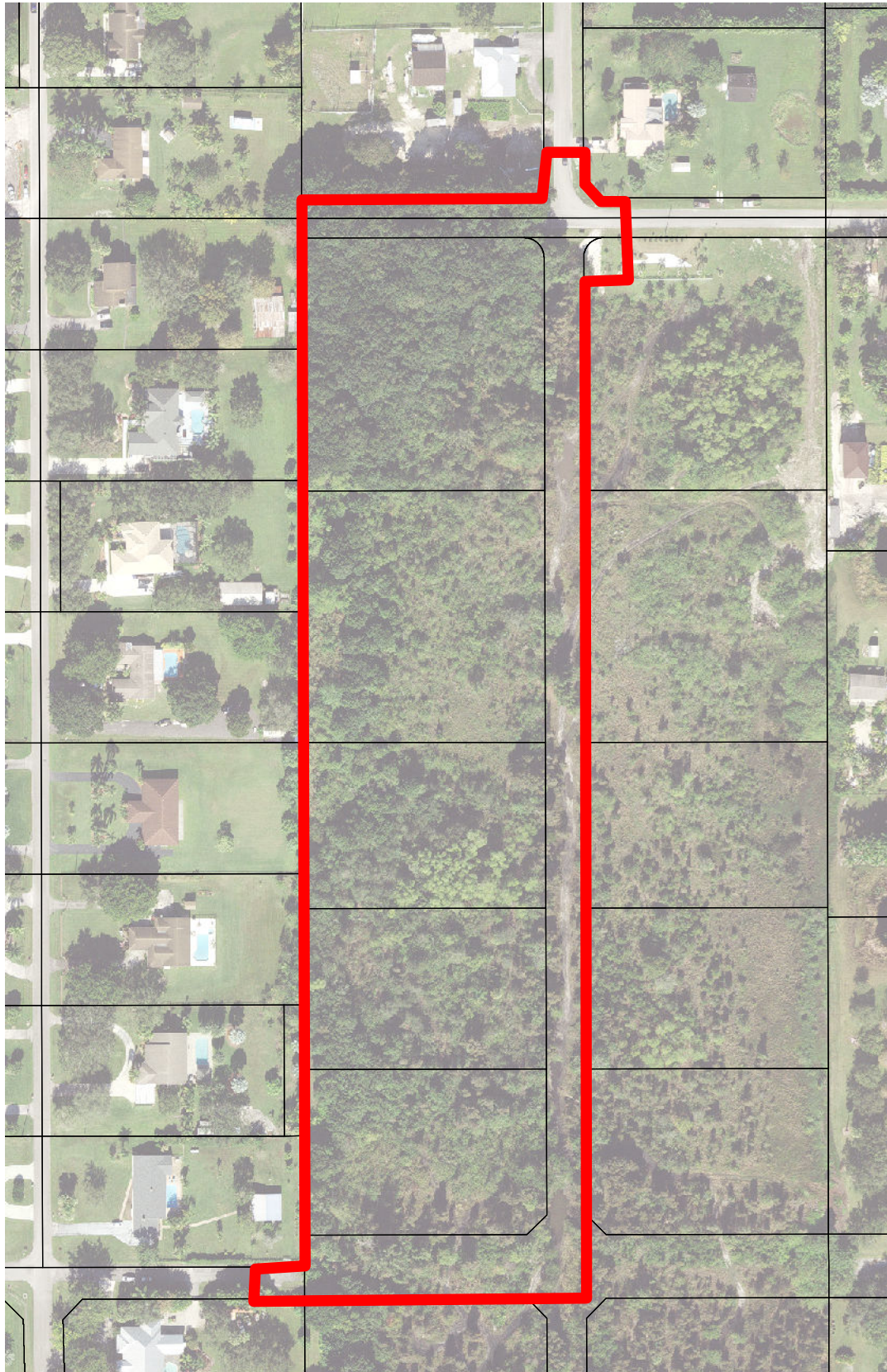
\_\_\_\_\_  
Date


\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

# EXHIBIT 'A'

## Frontier Trails Conservation Area Southwest Ranches, Florida Section 36-50-39



 = SURVEY LIMITS

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

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

**Town Council**  
**Steve Breitkreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David Kuczenski, Council Member**

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

## **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Emily Aceti, Community Services Manager  
**DATE:** 11/18/2021  
**SUBJECT:** Purchase Order to Kimley Horn and Associates, Inc. for Civil Engineering Services for the Country Estates Drainage and Water Quality Improvement Project

---

### **Recommendation**

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

### **Strategic Priorities**

### **Background**

The Town of Southwest Ranches has a comprehensive drainage project in our Capital Improvement Element, which is shown on the Town's Tertiary Drainage Plan (TDP). This respective comprehensive drainage project has been approved and prioritized by the Drainage and Infrastructure Advisory Board (DIAB).

The Town was awarded \$355,000 for this critical infrastructure from the State budget. As per the funding agreement with FDEP, the drainage improvements must be completed before October 31, 2023.

This project consists of constructing a drainage collection system with underground piping and drainage inlets to provide a direct connection the existing trunkline along SW 54<sup>th</sup> Place that ultimately ties into the South Broward Drainage District canal and floodgate that connects to the C-11 Canal.

The Town has a continuing contract for Engineering Services with Kimley Horn and

Associates, Inc. Staff has coordinated and negotiated the scope and related pricing with Kimley Horn and desires to issue a Purchase Order for these respective services in the amount of \$45,635.

**Fiscal Impact/Analysis**

The total project cost is estimated to be \$455,000 (\$355,000 FDEP grant + \$100,000 Town Match). The Town budgeted \$455,000 for this specific project in the FY 2022 approved Budget - Municipal Transportation Fund account #101-5100-541-63260 (Infrastructure - Drainage).

**Staff Contact:**

Rod Ley, P.E., Public Works Director  
Emily McCord Aceti, Community Services Manager  
Martin D. Sherwood, Town Financial Administrator

**ATTACHMENTS:**

Description	Upload Date	Type
Resolution - TA Approved	11/2/2021	Resolution
Kimley Horn Proposal	10/25/2021	Exhibit

**RESOLUTION NO.**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF FORTY-FIVE THOUSAND SIX HUNDRED THIRTY-FIVE DOLLARS AND ZERO CENTS (\$45,635.00) WITH KIMLEY HORN AND ASSOCIATES, INC. TO COMPLETE THE CIVIL ENGINEERING SERVICES FOR THE COUNTRY ESTATES DRAINAGE AND WATER QUALITY IMPROVEMENT PROJECT; AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town desires to complete a drainage improvement project in Country Estates; and

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

**WHEREAS**, this project consists of constructing a drainage collection system with underground piping and drainage inlets to provide a direct connection to the existing trunkline along SW 54<sup>th</sup> Place that ultimately ties into the South Broward Drainage District canal and floodgate that connects to the C-11 Canal; and

**WHEREAS**, the State Legislature has graciously appropriated Three Hundred Fifty-Five Thousand Dollars and Zero Cents (\$355,000.00) to assist the Town in completing this project; and

**WHEREAS**, the Town budgeted Four Hundred Fifty-Five Thousand Dollars and Zero Cents (\$455,000.00) for this specific project in the FY 2022 approved Budget - Municipal Transportation Fund account #101-5100-541-63260 (Infrastructure - Drainage); and

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

**WHEREAS**, the Town has a continuing contract for Engineering Services with Kimley Horn and Associates, Inc.; and

**WHEREAS**, staff has coordinated and has negotiated the scope and related pricing with Kimley Horn and desires to issue a Purchase Order for these respective services in the amount of Forty-Five Thousand Six Hundred Thirty-Five Dollars and Zero Cents (\$45,635.00); and

**WHEREAS**, the Town of Southwest Ranches desires to issue the 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 recitals above are true and correct and are incorporated herein by reference.

**Section 2.** The Town Council hereby approves a Purchase Order with Kimley Horn and Associates, Inc. in the amount of Forty-Five Thousand Six Hundred Thirty-Five Dollars and Zero Cents (\$45,635.00) for professional services relating to the drainage 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.

**[Signatures on Following Page]**



**PASSED AND ADOPTED** by the Town Council of the Town of Southwest Ranches, Florida, this \_\_\_\_\_ day of \_\_\_\_\_ 2021 on a motion by

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

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

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

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.740.01

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October 22, 2021

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

**Re: Country Estates Drainage Improvements Proposal  
Civil Engineering Services  
Southwest Ranches, FL**

Dear Mr. Ley:

Kimley-Horn and Associates, Inc., (hereinafter referred to as “Consultant”, “We” or “Kimley-Horn”), in connection with the Town of Southwest Ranches’ “Continuing Contract for Professional Engineering Services; RLI 19-005” is pleased to submit this proposal to the Town of Southwest Ranches, (hereinafter referred to as “Client” or “Town”) to provide professional civil engineering services and limited construction phase services associated with the construction of the Country Estates Drainage Improvements Project.

**Project Understanding**

The Town of Southwest Ranches is proposing drainage improvements within Frontier Trails Park that will connect SW 54<sup>th</sup> Place to approximately SW 51<sup>st</sup> Manor via underground piping and above ground swale/conveyance system. The approximate distance of the overall conveyance system is 1,300 LF and will help alleviate flooding along the north side of Frontier Trails Park and the adjacent residential homes.

**Project Assumptions**

- The Town will provide a topographic survey of the area in CAD Format. The topographic information will be per NAVD 88 datum. Any additional survey needed to complete the design and permitting will be provided by the Town.
- Geotechnical information is not required for the proposed improvements but if one is needed it will be provided by the Town.
- This scope of services does not include the development of technical specifications. Design requirements will be reflected on the construction plans as notes and details according to Town of Southwest Ranches’ requirements and design standards. Contract documents to be provided by the Town.
- Review or modification of existing roadway pavement markings is not included in this scope of work.

- Maintenance of Traffic (MOT) and dewatering, if required, will be provided by the Contractor or others.

## Scope of Services

Kimley-Horn will provide the services specifically set forth below.

### **TASK 1: PROJECT KICK-OFF AND SCHEMATIC DESIGN**

Kimley-Horn will perform an initial site visit to observe existing conditions and truth the survey provided by the Town. Kimley-Horn will attend one (1) kick-off meeting with the Town to discuss the project, desired design elements, and to review the project schedule.

As part of this Task, Kimley-Horn will request existing utility as-built information from the major utility providers within the project area including water, sewer, drainage, electrical, cable, gas, and fiber optics. Once received, the existing utilities will be reviewed and depicted on the survey provided by the Town. Existing irrigation system information will not be obtained as part of this Task.

Kimley-Horn will coordinate and meet with South Broward Drainage District and any governmental agencies having jurisdiction to discuss permitting requirements and design criteria for new or modified work to be performed within the right-of-way, this shall include confirming the ability for a new outfall.

Kimley-Horn will prepare a schematic plan in plan view only which will be presented to the Town for review and approval. Kimley-Horn will also provide a schematic level cost estimate per the proposed improvements.

### **TASK 2: DESIGN DEVELOPMENT PLANS**

Utilizing the survey and schematic design plan developed in Task 1, Kimley-Horn shall prepare preliminary 60% design plans for the construction of drainage improvements within the Project Area. These Design Development Plans shall show the geometric layout on top of the base survey data. The basis for design will be the Town of Southwest Ranches, South Broward Drainage District and Florida Department of Transportation (the "FDOT") Standard Indexes/Details where applicable. The following plan sheets may be included in the Design Development Plans:

- Key Sheet – Project title, vicinity map, engineer of record, and other appropriate information.
- Plan and Profile Sheets (in a 24" x 36" format) – Containing the geometric, horizontal and vertical alignment for the roadways within the project area. These sheets shall also contain the horizontal, vertical, and geometric alignments for modifications/additions to the existing drainage system.
- Miscellaneous Drainage Details – These sheets would provide drainage details that may or may not be included in the FDOT Standard Indexes or South Broward Drainage District Details.
- Typical Signing and Pavement Marking Details – Signing and pavement markings shall be detailed for use in the project.

The effort for this task includes one (1) submittal at 60% to the Town for review. The effort for this task includes addressing one (1) round of ordinary and reasonable comments at the submittal stage. Subsequent modifications resulting from significant project changes directed by the Town shall be considered an Additional Service.

Kimley-Horn will also provide an updated Opinion of Probable Construction Costs at the 60% submittal for the proposed improvements.

### **TASK 3: DRAINAGE DESIGN AND PERMITTING**

#### **3.1 Hydraulic Analysis**

The hydraulic analysis shall be completed for the Project Area based upon the survey information obtained from the Town. During the analysis, the volume of stormwater runoff shall be calculated from the design storm and the capacity of the existing stormwater collection system to include the outfall connections shall be evaluated. The results of the above noted calculations along with the incorporation of budget constraints will be the basis for design of the stormwater system.

#### **3.2 Permitting**

Kimley-Horn will prepare permit applications with supporting documentation to the following jurisdictional regulatory agencies. Kimley-Horn will address comments for the regulatory agency submittals identified below.

1. South Broward Drainage District
  - a. Drainage
2. National Pollutant Discharge Elimination System (NPDES):
  - a. Notice of Intent
  - b. Preparation of Storm Water Pollution Prevention Plans (SWPPP) – Town’s Contractor shall complete the necessary application and submittal to obtain the general permit. The Town’s contractor shall be responsible for obtaining, maintaining, and operating the construction site according to the EPA and NPDES guidelines.
3. Town of Southwest Ranches
  - a. Town Engineering/Public Works

No other agency approvals are included in this scope of services other than those identified above. Kimley-Horn does not guarantee the issuance of permits or approvals. If permits are issued for this project, the conditions and expiration dates are the sole responsibility of the Town. Kimley-Horn is not responsible for extending time limited entitlements or permits. The Town shall provide all permit fees.

### **TASK 4: FINAL CONTRACT DOCUMENTS**

Once the Town and the above listed permitting agencies have approved the 60% construction documents, these will be used as the basis for preparing the final contract documents. Contract or “Front End” documents will be provided by the Town and reviewed by Kimley-Horn for conformance with the design plans.

During this task, Kimley-Horn will perform the following:

- Revise the drawings listed in Task 2 per the Town and permitting agency comments.
- Determine anticipated construction time for contract purposes.
- Update the engineer's opinion of probable construction costs.
- Prepare a bid form that will list the separate pay items, estimated quantities, and units.
- Provide the Town with a project description to be included in the Town's Front End documents.

## TASK 5: BIDDING ASSISTANCE

It is our understanding that the Town will use a competitive bidding process to hire a contractor to construct the improvements. The Consultant shall consult with and advise the Town and act as its representative for the proposed improvements during the bidding process. This task is limited to attendance at a pre-bid meeting and issuance of addenda in response to contractor questions. Once bids are received, the Consultant shall review the bids and prepare a bid tabulation sheet for use in making the recommended award.

## TASK 6: LIMITED CONSTRUCTION PHASE SERVICES

This task is to provide Limited Construction Phase Services by Kimley-Horn during construction of the Project. This scope of services is based on the project achieving substantial completion within 150 calendar days, plus 30 days to final completion. There are six separate limited construction phase services sub tasks regarding the Project. The tasks are as follows:

1. **Meetings**
2. **Resident Project Representative**
3. **Shop Drawing Review**
4. **Contract Clarification**
5. **Review of Pay Application**
6. **Project Close Out**

**Meetings:** Kimley-Horn shall attend one (1) pre-construction meeting and bi-monthly progress meetings with the Construction Manager and their Contractor(s) to assess the project schedule and Contractor progress for the duration of the construction process. This task includes eight (8) progress meetings. Meeting minutes will be provided by Kimley-Horn.

**Resident Project Representation:** A Resident Project Representative ("RPR") shall be furnished by Kimley-Horn and shall act as directed by Kimley-Horn in order to assist Kimley-Horn in observing performance of the work of the Contractor(s).

The RPR shall visit the site while the Contractor is working for up to a total of eight (8) site visits during construction to observe the progress and quality of the executed work of the Contractor(s) and to determine if such work is proceeding in accordance with the contract documents for the construction of the improvements (the "Contract Documents"). The RPR will be onsite for up to 2 hours for each

site visit. The RPR shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). The RPR's efforts will be directed toward providing the Town with a greater degree of confidence that the completed work of Contractor(s) will conform to the Contract Documents. The RPR shall not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During such visits and on the basis of on-site observations, Kimley-Horn shall keep the Town informed of the progress of the work, shall endeavor to protect the Town against defects and deficiencies in such work, and may disapprove or reject work if it fails to conform to the Contract Documents. Kimley-Horn shall perform the observations in accordance with the standard of care of the profession at the time of service.

**Shop Drawing Review:** Kimley-Horn shall review and approve (or take other appropriate action in respect of) Shop Drawings (as that term is defined in the General Conditions of each construction contract) and samples and other data that each Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such review and approval, or other action, shall not extend to means, methods, sequences, techniques or procedures of construction, or safety precautions and programs incident hereto. Kimley-Horn shall perform these reviews in accordance with the standard of care of the profession at the time of service.

Kimley-Horn shall consult with and advise the Town as to the acceptability of substitute materials and equipment that are proposed by the Construction Manager's prime contractor(s) hereinafter called "Contractor(s)".

**Contract Clarifications:** Kimley-Horn shall issue the Town's instructions to the Contractor, as well as issue interpretations and clarifications of the plans and specifications in connection therewith and review change orders as required.

**Review of Pay Application:** Based on Kimley-Horn's on-site observations and upon review of applications for payment and the accompanying data and schedules, Kimley-Horn shall work with the Town to determine the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment shall constitute a representation to the Town based on such observations and review that the work has progressed to the point indicated and that, to the best of Kimley-Horn's knowledge, information, and belief, the quality of work is in accordance with the Contract Documents (subject to any qualifications stated in Kimley-Horn's recommendations), and that payment of the amount recommended is due to Contractor(s).

By recommending any payment, Kimley-Horn shall not thereby be deemed to have represented that observations made by Kimley-Horn to check Contractor's work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Kimley-Horn in this Agreement. Neither Kimley-Horn's review of Contractor's work for the purposes of recommending payments nor Kimley-Horn's recommendation of any payment including final payment will impose on Kimley-Horn responsibility to supervise, direct, or control Contractor's work in progress or for the means, methods, techniques, equipment choice and usage, sequences, or procedures of construction of

safety precautions or programs incident thereto, nor Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work.

**Project Close Out:** Kimley-Horn shall review the Project with the Town to determine if the Project is substantially complete and conduct a final review to determine if the work has been completed in accordance with the Contract Documents. If the Contractor has fulfilled all of his or her obligations thereunder, Kimley-Horn will recommend, in writing, final payment and give written notice to the Town and the Contractor(s) that the work is acceptable (subject to any conditions therein expressed). Kimley-Horn will review project record drawings prepared, provided, and certified by the Contractor. One set of reproducible “As-Built” drawings will be provided to the Town.

Kimley-Horn shall not be responsible for the acts or omissions of any Contractor or subcontractor, any of the Contractor(s)' or subcontractor(s)' agents or employees, or any other persons (except the Kimley-Horn's own employees and agents) at the site or otherwise performing any of the Contractor(s)' work.

### **TASK 7 – ADDITIONAL SERVICES**

The consultant will provide, as requested and authorized by the Town, services that may be required in addition to those described in Tasks 1 through 6. These services may include but are not limited to such items as the following:

- Hardscape and Landscape design
- Irrigation design
- Street lighting design/FPL coordination
- Additional meetings associated with Public Involvement or Town Council input.
- Traffic Studies or traffic engineering services

### **SCHEDULE**

The Consultant will provide services as expeditiously as practicable to meet a mutually agreed upon schedule.

### **FEE AND BILLING**

The consultant will accomplish the services outlined in Tasks 1 through 6 for the Lump Sum Fee of **\$45,635** as outlined below. All permitting, application, and similar project fees if applicable will be paid directly by the Client.

<b>TASK</b>	<b>DESCRIPTION</b>	<b>LABOR FEE</b>
1	Project Kick-Off and Schematic Design	\$5,030
2	Design Development Plans	\$12,285
3	Drainage Design and Permitting	\$6,715
4	Final Contract Documents	\$11,030



5	Bidding Assistance	\$3,080
6	Limited Construction Phase Services	\$7,495
<b>LUMP SUM FEE</b>		<b>\$45,635</b>

If authorized by the Town, additional service will be billed hourly as needed.

**CLOSURE**

The terms and conditions of the Town of Southwest Ranches' "Continuing Contract for Professional Engineering Services; RLI 19-005" shall govern this scope of services.

I appreciate this opportunity to submit this proposal. If you have any questions or need additional information, please contact me at (954) 535-5100.

Very truly yours,

**KIMLEY-HORN AND ASSOCIATES, INC.**



Stefano Viola, P.E.  
**Project Manager**



Gary R. Ratay, P.E.  
**Vice President**

**Country Estates Drainage Improvements Project - STAFFING HOURS**

DESCRIPTION:	DIRECT LABOR (MAN-HOURS)										Line Total	
	Principal	Senior Engineer	Project Manager Viola	Professional Engineer Stanton	Engineer Ramos	Field Inspector Guerra	Administrative Assistant	Expenses				
<b>Task 1: Project Kick-Off and Schematic Design</b>												
Site Visit			2									\$650.00
Utility Coordination				2	2							\$655.00
Jurisdictional Agency Coordination			2	2								\$725.00
Schematic Plans			4	6	10							\$3,000.00
<b>Task 2: Design Development Plans</b>												
60% Plans			12	20	40							\$10,700.00
Prepare Opinion of Probable Cost			2	4	4							\$1,585.00
<b>Task 3: Drainage Design and Permitting</b>												
Hydraulic Analysis			6	14	12							\$4,905.00
Permitting			2	6	4							\$1,810.00
<b>Task 4: Final Contract Documents</b>												
Final Plans			10	16	24							\$7,510.00
Update Opinion of Probable Cost			2	2	4							\$1,285.00
Front End Document/Bid Form coordination/preparation			4	6	4							\$2,235.00
<b>Task 5: Bidding Assistance</b>												
Pre-Bid Meeting			3	3								\$1,050.00
Respond to RFIs			2	4	2							\$1,305.00
Review bids and provide recommendation			2	2								\$725.00
<b>Task 6: Limited Construction Phase Services</b>												
Meetings			9	9								\$2,925.00
Resident Project Representation						16						\$1,520.00
Shop Drawing Review				3	3							\$870.00
Contract Clarification			1	2	2							\$755.00
Review of Pay Application				3								\$450.00
Project Close Out			3	3								\$975.00
			0	66	109							
		200.00	180.00	150.00	140.00	95.00						
<b>LABOR RATE (\$/HOUR)</b>			\$0.00	\$11,550.00	\$16,350.00	\$15,540.00	\$1,520.00					
<b>SUBTOTAL</b>		\$0.00	\$0.00	\$11,550.00	\$16,350.00	\$15,540.00	\$1,520.00	\$675.00				\$45,635.00
<b>PAGE TOTAL</b>		\$45,635.00										



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

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

**Town Council**  
**Steve Breitkreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David Kuczenski, Council Member**

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

### **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Emily Aceti, Community Services Manager  
**DATE:** 11/18/2021  
**SUBJECT:** Purchase Order to Kimley Horn and Associates, Inc. for TSDOR Civil Engineering Services

---

#### **Recommendation**

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

#### **Unanimous Vote of the Town Council Required?**

No

#### **Strategic Priorities**

A. Sound Governance

D. Improved Infrastructure

#### **Background**

The Town implemented a Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program in FY 2015 with the goal of preserving and extending the life of the Town's 67 miles of paved streets. To date, the Town has resurfaced approximately 8 miles of roadway. The Town recently approved construction agreements to resurface an additional 5.5 miles.

In November 2018, Broward County voters approved a 30-year sales surtax (also known as "Penny for Transportation") to fund statutorily permissible transportation expenditures. Rehabilitation and Maintenance Surtax funds cannot be used for surveying or design work. The Town was awarded \$1,960,210 of Rehabilitation and Maintenance Surtax funding for

TSDOR projects in 2020 by submitting shovel-ready projects.

Therefore, design plans need to be completed in FY 2022, so the Town can submit a new TSDOR project for Surtax funding consideration when the County starts the next cycle of project submissions. The next group of roads on the TSDOR plan include SW 162<sup>nd</sup> Avenue, SW 163<sup>rd</sup> Avenue, SW 49<sup>th</sup> Street from SW 163<sup>rd</sup> Avenue to the dead end, SW 53<sup>rd</sup> Street from SW 163<sup>rd</sup> Avenue to SW 162<sup>nd</sup> Avenue, and SW 164<sup>th</sup> Terrace. These total 3.37 miles of roadway.

The Town has a continuing contract for Engineering Services with Kimley Horn and Associates, Inc. Staff has coordinated and negotiated the assessment, design, bid document preparation, and construction observation scope and related pricing with Kimley Horn and desires to issue a Purchase Order for these respective services in the amount of \$55,270.

**Fiscal Impact/Analysis**

A budget amendment to the Fiscal Year 2021-2022 is needed for funding as follows:

**TRANSPORTATION FUND**

**Expenditure Increase:**

Transportation TSDOR Expenditures Surtax (101-5100-541-63285) \$55,270

**Revenue Increase:**

Transfer from General Fund (101-0000-381-38101) \$55,270

**GENERAL FUND**

**Revenue Increase:**

Appropriated Fund Balance (001-0000-399-39900) \$55,270

**Expenditure Increase:**

Transfer to Transportation Fund (001-3900-581-91101) \$55,270

**Staff Contact:**

Rod Ley, P.E., Public Works Director  
Emily Aceti, Community Services Manager  
Martin D. Sherwood, Town Financial Administrator

**ATTACHMENTS:**

Description	Upload Date	Type
Resolution - TA Approved	11/9/2021	Resolution
Kimley Horn Proposal	10/25/2021	Exhibit

**RESOLUTION NO. 2022**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER IN THE AMOUNT OF FIFTY-FIVE THOUSAND TWO HUNDRED SEVENTY DOLLARS AND ZERO CENTS (\$55,270.00) WITH KIMLEY HORN AND ASSOCIATES, INC. FOR PROFESSIONAL SERVICES FOR THE NEXT PHASE OF THE TRANSPORTATION SURFACE AND DRAINAGE ONGOING REHABILITATION (TSDOR) ROADWAY IMPROVEMENTS; AUTHORIZING THE EXECUTION OF THE PURCHASE ORDER; APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2021-2022 TOWN BUDGET AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town implemented a Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) program in FY 2015 with the goal of preserving and extending the life of the Town's paved streets; and

**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 next segment of roads on the TSDOR plan include SW 162<sup>nd</sup> Avenue, SW 163<sup>rd</sup> Avenue, SW 49<sup>th</sup> Street from SW 163<sup>rd</sup> Avenue to the dead end, SW 53<sup>rd</sup> Street from SW 163<sup>rd</sup> Avenue to SW 162<sup>nd</sup> Avenue, and SW 164<sup>th</sup> Terrace; and

**WHEREAS**, the group of roads 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**, the Town has a continuing contract for Engineering Services with Kimley Horn and Associates, Inc.; and

**WHEREAS**, the Town received a proposal from Kimley Horn and Associates, Inc., for engineering design for the TSDOR Roadway Improvements in the amount of Fifty-Five Thousand Two Hundred Seventy Dollars and Zero Cents (\$55,270.00); 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 Kimley Horn and Associates, Inc. in the amount of Fifty-Five Thousand Two Hundred Seventy Dollars and Zero Cents (\$55,270.00) for professional services relating to the 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.** The Town Council hereby approves a budget amendment to the Fiscal Year 2021-2022 Town Budget for funding as follows:

**TRANSPORTATION FUND**

**Expenditure Increase:**

Transportation TSDOR Expenditures Surtax (101-5100-541-63285) \$55,270.00

**Revenues Increase:**

Transfer from General Fund (101-0000-381-38101) \$55,270.00

**GENERAL FUND**

**Revenues Increase:**

Appropriated Fund Balance (001-0000-399-39900) \$55,270.00

**Expenditure Increase:**

Transfer to Transportation Fund (001-3900-581-91101) \$55,270.00

**Section 5.** This Resolution shall become effective immediately upon its adoption.

**[Signatures on Following Page]**

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest Ranches, Florida, this \_\_\_\_\_ day of \_\_\_\_\_ 2021 on a motion by

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

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

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

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.745.01

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October 20, 2021

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

**Re: Proposal for the 2021 Transportation Surface and Drainage Ongoing Rehabilitation Project  
Civil Engineering Services  
Southwest Ranches, FL**

Dear Mr. Ley:

Kimley-Horn and Associates, Inc., (hereinafter referred to as “Consultant”, “We” or “Kimley-Horn”), in connection with the Town of Southwest Ranches’ “Continuing Contract for Professional Engineering Services; RLI 19-005” is pleased to submit this proposal to the Town of Southwest Ranches, (hereinafter referred to as “Client” or “Town”) to provide professional civil engineering services and limited construction phase services associated with the construction of the 2021 Transportation Surface and Drainage Ongoing Rehabilitation (TSDOR) Project.

### **Project Understanding**

The Town of Southwest Ranches is proposing roadway resurfacing and striping on approximately 3.37 centerline miles of local Town roadways; Exhibit “A” highlights the roads that are to be resurfaced. The proposed improvements include milling and resurfacing, roadway reconstruction, curbing, roadway striping and signage, and swale regrading. No work shall be proposed outside of the Town’s right-of-way.

### **Project Assumptions**

- The plans will be prepared using high resolution aerials and construction notes. If the Town requires a topographic survey for permitting purposes, an additional service will be required.
- This scope of services does not include the development of technical specifications. Design requirements will be reflected on the construction plans as notes and details according to Town of Southwest Ranches’ requirements and design standards. Contract documents to be provided by the Town.
- This scope of services does not include drainage design, drainage calculations, or bridge improvements.

- Proposed curbing and pavement markings are associated with roadway resurfacing only. Review or modification of existing roadway pavement markings is not included in this scope of work.
- Maintenance of Traffic (MOT) and dewatering, if required, will be provided by the Contractor or others.

## Scope of Services

Kimley-Horn will provide the services specifically set forth below.

### TASK 1 – SITE VISIT

As part of this Task, Kimley-Horn will provide the following:

1. Visit each roadway depicted in Exhibit “A” one (1) time to verify the current asphalt and curbing conditions, and the existing site signing and marking.

### TASK 2 – CONSTRUCTION PLANS

Kimley-Horn will perform engineering and design services for the preparation of construction plans and design requirements as notes on the plans. These construction plans shall consist of engineering drawings that will depict milling and resurfacing, roadway reconstruction, curbing, roadway striping and signage, and swale regrading. Contract or “Front End” documents will be provided by the Town. Construction plans will be prepared to a level suitable to submit with permit applications for the Town’s review.

During this task, the Consultant will perform the following:

- Tabulate anticipated construction items, quantities and pay item notes.
- Estimate construction time for contract purposes.
- Prepare an engineer’s opinion of probable construction costs.
- Prepare a bid form that will list the separate pay items, estimated quantities, and units.

### TASK 3 – PUBLIC WORKSHOP

Kimley-Horn will attend one (1) public workshop with the Town residents to review the scope of the TSDOR improvements. Kimley-Horn will prepare the project materials for the workshop, and the Town will present the material. The Town will schedule and advertise the public meeting.

### TASK 4 – PERMITTING

It is understood that the Town does not have a contract with BCTED to maintain signage and marking throughout the Town’s Right-of-Way. Therefore, plan approval from BCTED is not required for this project. However, Kimley-Horn will prepare and submit the construction plans to Broward County Traffic Engineering Division (BCTED) as a coordination effort during this Task. Kimley-Horn will address up to two (2) rounds of comments from BCTED.

No other agency approvals are included in this scope of services other than those identified above. Kimley-Horn does not guarantee the issuance of permits or approvals. If permits are issued for this project, the conditions and expiration dates are the sole responsibility of the Town. The Town shall provide all permit fees.

## **TASK 5 – BIDDING ASSISTANCE**

It is our understanding that the Town will use a competitive bidding process to hire a contractor to construct the improvements. The Consultant shall consult with and advise the Town and act as its representative for the proposed improvements during the bidding process. This task is limited to attendance at a pre-bid meeting and issuance of addenda in response to contractor questions. Once bids are received, the Consultant shall review the bids and prepare a bid tabulation sheet for use in making the recommended award.

## **TASK 6 – LIMITED CONSTRUCTION PHASE SERVICES**

This task is to provide Limited Construction Phase Services by Kimley-Horn during construction of the Project. This scope of services is based on the project achieving substantial completion within 150 calendar days, plus 30 days to final completion. There are six separate limited construction phase services sub tasks regarding the Project. The tasks are as follows:

- 1. Meetings**
- 2. Resident Project Representative**
- 3. Shop Drawing Review**
- 4. Contract Clarification**
- 5. Review of Pay Application**
- 6. Project Close Out**

**Meetings:** Kimley-Horn shall attend one (1) pre-construction meeting and bi-monthly progress meetings with the Construction Manager and their Contractor(s) to assess the project schedule and Contractor progress for the duration of the construction process. This task includes twelve (12) progress meetings. Meeting minutes will be provided by Kimley-Horn.

**Resident Project Representation:** A Resident Project Representative (“RPR”) shall be furnished by Kimley-Horn and shall act as directed by Kimley-Horn in order to assist Kimley-Horn in observing performance of the work of the Contractor(s).

The RPR shall visit the site while the Contractor is working for up to a total of twenty-five (25) site visits during construction to observe the progress and quality of the executed work of the Contractor(s) and to determine if such work is proceeding in accordance with the contract documents for the construction of the improvements (the “Contract Documents”). The RPR will be onsite for up to 3 hours for each site visit. The RPR shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). The RPR’s efforts will be directed toward providing the Town with a greater degree of confidence that the completed work of Contractor(s) will conform to the Contract Documents. The RPR shall not be responsible for the failure of Contractor(s) to perform the work in accordance

with the Contract Documents. During such visits and on the basis of on-site observations, Kimley-Horn shall keep the Town informed of the progress of the work, shall endeavor to protect the Town against defects and deficiencies in such work, and may disapprove or reject work if it fails to conform to the Contract Documents. Kimley-Horn shall perform the observations in accordance with the standard of care of the profession at the time of service.

**Shop Drawing Review:** Kimley-Horn shall review and approve (or take other appropriate action in respect of) Shop Drawings (as that term is defined in the General Conditions of each construction contract) and samples and other data that each Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such review and approval, or other action, shall not extend to means, methods, sequences, techniques or procedures of construction, or safety precautions and programs incident hereto. Kimley-Horn shall perform these reviews in accordance with the standard of care of the profession at the time of service.

Kimley-Horn shall consult with and advise the Town as to the acceptability of substitute materials and equipment that are proposed by the Construction Manager's prime contractor(s) hereinafter called "Contractor(s)".

**Contract Clarifications:** Kimley-Horn shall issue the Town's instructions to the Contractor, as well as issue interpretations and clarifications of the plans and specifications in connection therewith and review change orders as required.

**Review of Pay Application:** Based on Kimley-Horn's on-site observations and upon review of applications for payment and the accompanying data and schedules, Kimley-Horn shall work with the Town to determine the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment shall constitute a representation to the Town based on such observations and review that the work has progressed to the point indicated and that, to the best of Kimley-Horn's knowledge, information, and belief, the quality of work is in accordance with the Contract Documents (subject to any qualifications stated in Kimley-Horn's recommendations), and that payment of the amount recommended is due to Contractor(s).

By recommending any payment, Kimley-Horn shall not thereby be deemed to have represented that observations made by Kimley-Horn to check Contractor's work as it is performed and furnished have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Kimley-Horn in this Agreement. Neither Kimley-Horn's review of Contractor's work for the purposes of recommending payments nor Kimley-Horn's recommendation of any payment including final payment will impose on Kimley-Horn responsibility to supervise, direct, or control Contractor's work in progress or for the means, methods, techniques, equipment choice and usage, sequences, or procedures of construction of safety precautions or programs incident thereto, nor Contractor's compliance with Laws and Regulations applicable to Contractor's furnishing and performing the Work.

**Project Close Out:** Kimley-Horn shall review the Project with the Town to determine if the Project is substantially complete and conduct a final review to determine if the work has been completed in

accordance with the Contract Documents. If the Contractor has fulfilled all of his or her obligations thereunder, Kimley-Horn will recommend, in writing, final payment and give written notice to the Town and the Contractor(s) that the work is acceptable (subject to any conditions therein expressed). Kimley-Horn will review project record drawings prepared, provided, and certified by the Contractor. One set of reproducible “As-Built” drawings will be provided to the Town.

Kimley-Horn shall not be responsible for the acts or omissions of any Contractor or subcontractor, any of the Contractor(s)’ or subcontractor(s)’ agents or employees, or any other persons (except the Kimley-Horn’s own employees and agents) at the site or otherwise performing any of the Contractor(s)’ work.

## TASK 7 – ADDITIONAL SERVICES

The consultant will provide, as requested and authorized by the Town, services that may be required in addition to those described in Tasks 1 through 6. These services may include but are not limited to such items as the following:

- Hardscape and Landscape design
- Irrigation design
- Street lighting design/FPL coordination
- Additional meetings associated with Public Involvement or Town Council input.
- Drainage Improvements and Drainage Permitting
- Traffic Studies or traffic engineering services

## SCHEDULE

The Consultant will provide services as expeditiously as practicable to meet a mutually agreed upon schedule.

## FEE AND BILLING

The consultant will accomplish the services outlined in Tasks 1 through 6 for the Lump Sum Fee of **\$55,270** as outlined below. All permitting, application, and similar project fees if applicable will be paid directly by the Client.

TASK	DESCRIPTION	LABOR FEE
1	Site Visit	\$3,600
2	Construction Plans	\$18,150
3	Public Workshop	\$3,275
4	Permitting	\$3,290
5	Bidding Assistance	\$3,680
6	Limited Construction Phase Services	\$23,275
<b>LUMP SUM FEE</b>		<b>\$55,270</b>

If authorized by the Town, additional service will be billed hourly as needed.

**CLOSURE**

The terms and conditions of the Town of Southwest Ranches' "Continuing Contract for Professional Engineering Services; RLI 19-005" shall govern this scope of services.

I appreciate this opportunity to submit this proposal. If you have any questions or need additional information, please contact me at (954) 535-5100.

Very truly yours,

**KIMLEY-HORN AND ASSOCIATES, INC.**



Stefano Viola, P.E.  
**Project Manager**



Gary R. Ratay, P.E.  
**Vice President**



EXHIBIT A

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

East/West of I-75	Street Name	From	To	Full Public R/W (Y/N) (Provided by Town)	Average Rating	Minimum Rating	Maximum Rating	Length (miles)	Resurfacing & Swale Restoration Cost	Fiscal Year
	Street Name	Street Name	Street Name							
W	Green Meadow Drive	Griffin Road (SR 818)	Stirling Road	Y	4	3	6	1.25	\$ 204,700.00	2021
W	SW 49th Street	SW 163rd Avenue	East dead end.	Y	3	3	3	0.07	\$ 7,400.00	2021
W	SW 53rd Street	SW 163rd Avenue	SW 162nd Avenue	Y	3	3	3	0.12	\$ 19,000.00	2021
W	SW 162nd Avenue	Stirling Road	SW 53rd St. (Nde.)	Y	4	3	5	0.68	\$ 75,400.00	2021
W	SW 164th Terrace	Griffin Road (SR 818)	Stirling Road	Y	5	4	6	1.25	\$ 205,600.00	2021
TOTALS								3.37	\$ 512,100.00	2021
INFLATION ADJUSTMENT									\$ 63,900.00	2021
TOTAL FISCAL YEAR PROJECTS									\$ 576,000.00	2021

Based Upon November 5, 2013 "Streets Condition Assessment" Pavement Management Plan by King Engineering Associates, Inc.





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

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

**Town Council**  
**Steve Breitkreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David Kuczenski, Council Member**

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

## **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Russell Muniz, Assistant Town Administrator/Town Clerk  
**DATE:** 11/18/2021  
**SUBJECT:** Opioid Settlement MOU

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### **Recommendation**

Town Council consideration for a motion to approve the resolution.

### **Unanimous Vote of the Town Council Required?**

No

### **Strategic Priorities**

A. Sound Governance

### **Background**

Following months of protracted negotiations between various government plaintiffs, three large opioid drug distributors (AmerisourceBergen, Cardinal Health, and McKesson), and one large opioid drug manufacturer (Johnson & Johnson), the parties have agreed to a general outline of a settlement agreement. Under the proposed settlement, each state would be eligible to receive a certain amount allocated to it for use in abating the effects of the opioid epidemic. However, to receive its full share (estimated to be approximately \$1.65 billion), the state of Florida must obtain support for the settlement from a substantial number of its counties and municipalities. The material provisions of the Florida Plan provide that settlement funds would be allocated into three funds (state, city/county, and regional), that the funds may be used only for abating the effects of the opioid epidemic, and that certain large counties (including Broward County) may be able to receive their regional shares directly if they are able to reach agreements with a significant number of their municipalities relating to the use of such abatement funds.

The Florida Plan is nonbinding and would only cover the potential settlement with these Defendants. After adoption of the Resolution to approve the nonbinding Florida Plan, it is expected that a formal agreement, containing substantially the same terms, will be presented for the Town's execution.

Twenty-Two municipalities in Broward County as well as the County have approved a resolution to approve this Memorandum of Understanding.

**Fiscal Impact/Analysis**

No fiscal impact to enter into the MOU but based on a possible settlement thousands of dollars could be forthcoming to the Town on an annual basis for the next several years.

**Staff Contact:**

Russell Muniz, Assistant Town Administrator/Town Clerk  
Keith Poliakoff, Town Attorney

**ATTACHMENTS:**

Description	Upload Date	Type
Opioid Settlement MOU Reso - TA Approved	11/9/2021	Resolution
Exhibit A - Opioid MOU	11/2/2021	Exhibit
Exhibit B - Settlement Distribution Chart	11/10/2021	Exhibit

**RESOLUTION NO. 2022-XXX**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AUTHORIZING TO JOIN WITH THE STATE OF FLORIDA AND OTHER LOCAL GOVERNMENTAL UNITS AS A PARTICIPANT IN THE FLORIDA MEMORANDUM OF UNDERSTANDING AND FORMAL AGREEMENTS IMPLEMENTING A UNIFIED PLAN FOR THE ALLOCATION AND USE OF PROSPECTIVE SETTLEMENT DOLLARS FROM OPIOID RELATED LITIGATION; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY, TO ENTER INTO AN AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Southwest Ranches has suffered harm from the opioid epidemic; and

**WHEREAS**, the Town recognizes that the entire State of Florida has suffered harm as a result from the opioid epidemic; and

**WHEREAS**, the State of Florida has filed an action pending in Pasco County, Florida, and a number of Florida Cities and Counties have also filed an action *In re: National Prescript/an Opiate Litigation*, MDL No. 2804 (N.D. Ohio) (the "Opioid Litigation") and the Town is not a litigating participant in that action; and

**WHEREAS**, the State of Florida and lawyers representing certain various local governments involved in the Opioid Litigation have proposed a unified plan for the allocation and use of prospective settlement dollars from opioid related litigation; and

**WHEREAS**, the Florida Memorandum of Understanding (the "Florida Plan") sets forth a framework of a unified plan for the proposed allocation and use of opioid settlement proceeds and it is anticipated that formal agreements implementing the Florida Plan will be entered into at a future date; and

**WHEREAS**, participation in the Florida Plan by a large majority of Florida cities and counties will materially increase the amount of funds to Florida and should improve Florida's relative bargaining position during additional settlement negotiations; and

**WHEREAS**, failure to participate in the Florida Plan will reduce funds available to the State, Town of Southwest Ranches, and every other Florida municipality and county.

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

**Section 1.** The Town of Southwest Ranches finds that participation in the Florida Plan would be in the best interest of the Town and its citizens in that such a plan ensures that almost all of the settlement funds go to abate and resolve the opioid epidemic and each and every city and county receives funds for the harm that it has suffered.

**Section 2.** That the Town of Southwest Ranches hereby expresses its support of a unified plan for the allocation and use of opioid settlement proceeds as generally described in the Florida Plan, attached hereto as Exhibit "A."

**Section 3.** The Town Council hereby authorizes the Mayor, Town Administrator, and Town Attorney, to enter into the Agreement 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.** The Town Council hereby authorizes the Mayor, Town Administrator, and Town Attorney, to execute any formal agreements implementing a unified plan for the allocation and use of opioid settlement proceeds that is not substantially inconsistent with the Florida Plan and this Resolution.

**Section 5.** The Town Clerk is hereby instructed to record this Resolution in the Public Records of Broward County upon its adoption.

**Section 6.** The Town Clerk is hereby directed to furnish a certified copy of this Resolution to the Florida League of Cities, and Attorney General Ashley Moody c/o John M. Guard The Capitol, PL-01 Tallahassee, FL 32399-1050.

**Section 7.** 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 18<sup>th</sup> day of November 2021 on a motion by

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

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

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

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.747.01

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**PROPOSAL**  
**MEMORANDUM OF UNDERSTANDING**

Whereas, the people of the State of Florida and its communities have been harmed by misfeasance, nonfeasance and malfeasance committed by certain entities within the Pharmaceutical Supply Chain;

Whereas, the State of Florida, through its Attorney General, and certain Local Governments, through their elected representatives and counsel, are separately engaged in litigation seeking to hold Pharmaceutical Supply Chain Participants accountable for the damage caused by their misfeasance, nonfeasance and malfeasance;

Whereas, the State of Florida and its Local Governments share a common desire to abate and alleviate the impacts of that misfeasance, nonfeasance and malfeasance throughout the State of Florida;

Whereas, it is the intent of the State of Florida and its Local Governments to use the proceeds from Settlements with Pharmaceutical Supply Chain Participants to increase the amount of funding presently spent on opioid and substance abuse education, treatment and other related programs and services, such as those identified in Exhibits A and B, and to ensure that the funds are expended in compliance with evolving evidence-based “best practices”;

Whereas, the State of Florida and its Local Governments, subject to the completion of formal documents that will effectuate the Parties’ agreements, enter into this Memorandum of Understanding (“MOU”) relating to the allocation and use of the proceeds of Settlements described herein; and

Whereas, this MOU is a preliminary non-binding agreement between the Parties, is not legally enforceable, and only provides a basis to draft formal documents which will effectuate the Parties’ agreements.

**A. Definitions**

As used in this MOU:

1. “Approved Purpose(s)” shall mean forward-looking strategies, programming and services used to expand the availability of treatment for individuals impacted by substance use disorders, to: (a) develop, promote, and provide evidence-based substance use prevention strategies; (b) provide substance use avoidance and awareness education; (c) decrease the oversupply of licit and illicit opioids; and (d) support recovery from addiction. Approved Purposes shall include, but are not limited to, the opioid abatement strategies listed on Exhibits A and B which are incorporated herein by reference.

2. “Local Governments” shall mean all counties, cities, towns and villages located within the geographic boundaries of the State.

3. “Managing Entities” shall mean the corporations selected by and under contract with the Florida Department of Children and Families or its successor (“DCF”) to manage the

daily operational delivery of behavioral health services through a coordinated system of care. The singular "Managing Entity" shall refer to a singular of the Managing Entities.

4. "County" shall mean a political subdivision of the state established pursuant to s. 1, Art. VIII of the State Constitution.

5. "Municipalities" shall mean cities, towns, or villages of a County within the State with a Population greater than 10,000 individuals and shall also include cities, towns or villages within the State with a Population equal to or less than 10,000 individuals which filed a Complaint in this litigation against Pharmaceutical Supply Chain Participants. The singular "Municipality" shall refer to a singular of the Municipalities.

6. "Negotiating Committee" shall mean a three-member group comprised by representatives of the following: (1) the State; and (2) two representatives of Local Governments of which one representative will be from a Municipality and one shall be from a County (collectively, "Members") within the State. The State shall be represented by the Attorney General or her designee.

7. "Negotiation Class Metrics" shall mean those county and city settlement allocations which come from the official website of the Negotiation Class of counties and cities certified on September 11, 2019 by the U.S. District for the Northern District of Ohio in *In re National Prescription Opiate Litigation*, MDL No. 2804 (N.D. Ohio). The website is located at <https://allocationmap.iclaimsonline.com>.

8. "Opioid Funds" shall mean monetary amounts obtained through a Settlement as defined in this MOU.

9. "Opioid Related" shall have the same meaning and breadth as in the agreed Opioid Abatement Strategies attached hereto as Exhibits A or B.

10. "Parties" shall mean the State and Local Governments. The singular word "Party" shall mean either the State or Local Governments.

11. "PEC" shall mean the Plaintiffs' Executive Committee of the National Prescription Opiate Multidistrict Litigation pending in the United States District Court for the Northern District of Ohio.

12. "Pharmaceutical Supply Chain" shall mean the process and channels through which Controlled Substances are manufactured, marketed, promoted, distributed or dispensed.

13. "Pharmaceutical Supply Chain Participant" shall mean any entity that engages in, or has engaged in the manufacture, marketing, promotion, distribution or dispensing of an opioid analgesic.

14. "Population" shall refer to published U.S. Census Bureau population estimates as of July 1, 2019, released March 2020, and shall remain unchanged during the term of this MOU. These estimates can currently be found at <https://www.census.gov>



15. “Qualified County” shall mean a charter or non-chartered county within the State that: has a Population of at least 300,000 individuals and (a) has an opioid taskforce of which it is a member or operates in connection with its municipalities or others on a local or regional basis; (b) has an abatement plan that has been either adopted or is being utilized to respond to the opioid epidemic; (c) is currently either providing or is contracting with others to provide substance abuse prevention, recovery, and treatment services to its citizens; and (d) has or enters into an agreement with a majority of Municipalities (Majority is more than 50% of the Municipalities’ total population) related to the expenditure of Opioid Funds. The Opioid Funds to be paid to a Qualified County will only include Opioid Funds for Municipalities whose claims are released by the Municipality or Opioid Funds for Municipalities whose claims are otherwise barred.

16. “SAMHSA” shall mean the U.S. Department of Health & Human Services, Substance Abuse and Mental Health Services Administration.

17. “Settlement” shall mean the negotiated resolution of legal or equitable claims against a Pharmaceutical Supply Chain Participant when that resolution has been jointly entered into by the State and Local Governments or a settlement class as described in (B)(1) below.

18. “State” shall mean the State of Florida.

## **B. Terms**

1. **Only Abatement** - Other than funds used for the Administrative Costs and Expense Fund as hereinafter described in paragraph 6 and paragraph 9, respectively), all Opioid Funds shall be utilized for Approved Purposes. To accomplish this purpose, the State will either file a new action with Local Governments as Parties or add Local Governments to its existing action, sever settling defendants, and seek entry of a consent order or other order binding both the State, Local Governments, and Pharmaceutical Supply Chain Participant(s) (“Order”). The Order may be part of a class action settlement or similar device. The Order shall provide for continuing jurisdiction of a state court to address non-performance by any party under the Order. Any Local Government that objects to or refuses to be included under the Order or entry of documents necessary to effectuate a Settlement shall not be entitled to any Opioid Funds and its portion of Opioid Funds shall be distributed to, and for the benefit of, the other Local Governments.

2. **Avoid Claw Back and Recoupment** - Both the State and Local Governments wish to maximize any Settlement and Opioid Funds. In addition to committing to only using funds for the Expense Funds, Administrative Costs and Approved Purposes, both Parties will agree to utilize a percentage of funds for the core strategies highlighted in Exhibit A. Exhibit A contains the programs and strategies prioritized by the U.S. Department of Justice and/or the U.S. Department of Health & Human Services (“Core Strategies”). The State is trying to obtain the United States’ agreement to limit or reduce the United States’ ability to recover or recoup monies from the State and Local Government in exchange for prioritization of funds to certain projects. If no agreement is reached with the United States, then there will be no requirement that a percentage be utilized for Core Strategies.

3. **Distribution Scheme** - All Opioid Funds will initially go to the State, and then be distributed according to the following distribution scheme. The Opioid Funds will be divided into three funds after deducting costs of the Expense Fund detailed in paragraph 9 below:

- (a) City/County Fund- The city/county fund will receive 15% of all Opioid Funds to directly benefit all Counties and Municipalities. The amounts to be distributed to each County and Municipality shall be determined by the Negotiation Class Metrics or other metrics agreed upon, in writing, by a County and a Municipality. For Local Governments that are not within the definition of County or Municipality, those Local Governments may receive that government's share of the City/County Fund under the Negotiation Class Metrics, if that government executes a release as part of a Settlement. Any Local Government that is not within the definition of County or Municipality and that does not execute a release as part of a Settlement shall have its share of the City/County Fund go to the County in which it is located.
- (b) Regional Fund- The regional fund will be subdivided into two parts.
  - (i) The State will annually calculate the share of each County within the State of the regional fund utilizing the sliding scale in section 4 of the allocation contained in the Negotiation Class Metrics or other metrics that the Parties agree upon.
  - (ii) For Qualified Counties, the Qualified County's share will be paid to the Qualified County and expended on Approved Purposes, including the Core Strategies identified in Exhibit A, if applicable.
  - (iii) For all other Counties, the regional share for each County will be paid to the Managing Entities providing service for that County. The Managing Entities will be required to expend the monies on Approved Purposes, including the Core Strategies. The Managing Entities shall endeavor to the greatest extent possible to expend these monies on counties within the State that are non-Qualified Counties and to ensure that there are services in every County.
- (c) State Fund - The remainder of Opioid Funds after deducting the costs of the Expense Fund detailed in paragraph 9, the City/County Fund and the Regional Fund will be expended by the State on Approved Purposes, including the provisions related to Core Strategies, if applicable.
- (d) To the extent that Opioid Funds are not appropriated and expended in a year by the State, the State shall identify the investments where settlement funds will be deposited. Any gains, profits, or interest accrued from the deposit of the Opioid Funds to the extent that any funds are not appropriated and expended within a calendar year, shall be the sole property of the Party that was entitled to the initial deposit.

4. Regional Fund Sliding Scale- The Regional Fund shall be calculated by utilizing the following sliding scale of the Opioid Funds available in any year:

- A. Years 1-6: 40%
- B. Years 7-9: 35%
- C. Years 10-12: 34%
- D. Years 13-15: 33%
- E. Years 16-18: 30%

5. Opioid Abatement Taskforce or Council - The State will create an Opioid Abatement Taskforce or Council (sometimes hereinafter "Taskforce" or "Council") to advise the Governor, the Legislature, Florida's Department of Children and Families ("DCF"), and Local Governments on the priorities that should be addressed as part of the opioid epidemic and to review how monies have been spent and the results that have been achieved with Opioid Funds.

- (a) Size - The Taskforce or Council shall have ten Members equally balanced between the State and the Local Governments.
- (b) Appointments Local Governments - Two Municipality representatives will be appointed by or through Florida League of Cities. Two county representatives, one from a Qualified County and one from a county within the State that is not a Qualified County, will be appointed by or through the Florida Association of Counties. The final representative will alternate every two years between being a county representative (appointed by or through Florida Association of Counties) or a Municipality representative (appointed by or through the Florida League of Cities). One Municipality representative must be from a city of less than 50,000 people. One county representative must be from a county less than 200,000 people and the other county representative must be from a county whose population exceeds 200,000 people.
- (c) Appointments State -
  - (i) The Governor shall appoint two Members.
  - (ii) The Speaker of the House shall appoint one Member.
  - (iii) The Senate President shall appoint one Member.
  - (iv) The Attorney General or her designee shall be a Member.
- (d) Chair - The Attorney General or designee shall be the chair of the Taskforce or Council.
- (e) Term - Members will be appointed to serve a two-year term.

- (f) Support - DCF shall support the Taskforce or Council and the Taskforce or Council shall be administratively housed in DCF.
- (g) Meetings - The Taskforce or Council shall meet quarterly in person or virtually using communications media technology as defined in section 120.54(5)(b)(2), Florida Statutes.
- (h) Reporting - The Taskforce or Council shall provide and publish a report annually no later than November 30th or the first business day after November 30th, if November 30th falls on a weekend or is otherwise not a business day. The report shall contain information on how monies were spent the previous fiscal year by the State, each of the Qualified Counties, each of the Managing Entities, and each of the Local Governments. It shall also contain recommendations to the Governor, the Legislature, and Local Governments for priorities among the Approved Purposes for how monies should be spent the coming fiscal year to respond to the opioid epidemic.
- (i) Accountability - Prior to July 1st of each year, the State and each of the Local Governments shall provide information to DCF about how they intend to expend Opioid Funds in the upcoming fiscal year. The State and each of the Local Government shall report its expenditures to DCF no later than August 31st for the previous fiscal year. The Taskforce or Council will set other data sets that need to be reported to DCF to demonstrate the effectiveness of Approved Purposes. All programs and expenditures shall be audited annually in a similar fashion to SAMHSA programs. Local Governments shall respond and provide documents to any reasonable requests from the State for data or information about programs receiving Opioid Funds.
- (j) Conflict of Interest - All Members shall adhere to the rules, regulations and laws of Florida including, but not limited to, Florida Statute §112.311, concerning the disclosure of conflicts of interest and recusal from discussions or votes on conflicted matters.

6. **Administrative Costs**- The State may take no more than a 5% administrative fee from the State Fund (“Administrative Costs”) and any Regional Fund that it administers for counties that are not Qualified Counties. Each Qualified County may take no more than a 5% administrative fee from its share of the Regional Funds.

7. **Negotiation of Non-Multistate Settlements** - If the State begins negotiations with a Pharmaceutical Supply Chain Participant that is separate and apart from a multi-state negotiation, the State shall include Local Governments that are a part of the Negotiating Committee in such negotiations. No Settlement shall be recommended or accepted without the affirmative votes of both the State and Local Government representatives of the Negotiating Committee.

8. **Negotiation of Multistate or Local Government Settlements** - To the extent practicable and allowed by other parties to a negotiation, both Parties agree to communicate with

members of the Negotiation Committee regarding the terms of any other Pharmaceutical Supply Chain Participant Settlement.

9. **Expense Fund** - The Parties agree that in any negotiation every effort shall be made to cause Pharmaceutical Supply Chain Participants to pay costs of litigation, including attorneys' fees, in addition to any agreed to Opioid Funds in the Settlement. To the extent that a fund sufficient to pay the entirety of all contingency fee contracts for Local Governments in the State of Florida is not created as part of a Settlement by a Pharmaceutical Supply Chain Participant, the Parties agree that an additional expense fund for attorneys who represent Local Governments (herein "Expense Fund") shall be created out of the City/County fund for the purpose of paying the hard costs of a litigating Local Government and then paying attorneys' fees.

- (a) The Source of Funds for the Expense Fund- Money for the Expense Fund shall be sourced exclusively from the City/County Fund.
- (b) The Amount of the Expense Fund- The State recognizes the value litigating Local Governments bring to the State of Florida in connection with the Settlement because their participation increases the amount Incentive Payments due from each Pharmaceutical Supply Chain Participant. In recognition of that value, the amount of funds that shall be deposited into the Expense fund shall be contingent upon on the percentage of litigating Local Government participation in the Settlement, according to the following table:

Litigating Local Government Participation in the Settlement (by percentage of the population)	Amount that shall be paid into the Expense Fund from (and as a percentage of) the City/County fund
96 to 100%	10%
91 to 95%	7.5%
86 to 90%	5%
85%	2.5%
Less than 85%	0%

If fewer than 85% percent of the litigating Local Governments (by population) participate, then the Expense Fund shall not be funded, and this Section of the MOU shall be null and void.

- (c) The Timing of Payments into the Expense Fund- Although the amount of the Expense Fund shall be calculated based on the entirety of payments due to the City/County fund over a ten to eighteen year period, the Expense Fund shall be funded entirely from payments made by Pharmaceutical Supply Chain Participants during the first two years of the Settlement. Accordingly, to offset the amounts being paid from the City/County to the Expense Fund in the first two years, Counties or Municipalities may borrow from the Regional Fund during the first two years and pay the borrowed amounts back to the Regional Fund during years three, four, and five.

For the avoidance of doubt, the following provides an illustrative example regarding the calculation of payments and amounts that may be borrowed under the terms of this MOU, consistent with the provisions of this Section:

Opioid Funds due to State of Florida and Local Governments (over 10 to 18 years):	\$1,000
Litigating Local Government Participation:	100%
City/County Fund (over 10 to 18 years):	\$150
Expense Fund (paid over 2 years):	\$15
Amount Paid to Expense Fund in 1st year:	\$7.5
Amount Paid to Expense Fund in 2nd year:	\$7.5
Amount that may be borrowed from Regional Fund in 1st year:	\$7.5
Amount that may be borrowed from Regional Fund in 2nd year:	\$7.5
Amount that must be paid back to Regional Fund in 3rd year:	\$5
Amount that must be paid back to Regional Fund in 4th year:	\$5
Amount that must be paid back to Regional Fund in 5th year:	\$5

- (d) Creation of and Jurisdiction over the Expense Fund- The Expense Fund shall be established, consistent with the provisions of this Section of the MOU, by order of the Circuit Court of the Sixth Judicial Circuit in and for Pasco County, West Pasco Division New Port Richey, Florida, in the matter of *The State of Florida, Office of the Attorney General, Department of Legal Affairs v. Purdue Pharma L.P., et al.*, Case No. 2018-CA-001438 (the "Court"). The Court shall have jurisdiction over the Expense Fund, including authority to allocate and disburse amounts from the Expense Fund and to resolve any disputes concerning the Expense Fund.
- (e) Allocation of Payments to Counsel from the Expense Fund- As part of the order establishing the Expense Fund, counsel for the litigating Local Governments shall seek to have the Court appoint a third-neutral to serve as a special master for purposes of allocating the Expense Fund. Within 30 days of entry of the order appointing a special master for the Expense Fund, any counsel who intend to seek an award from the Expense Fund shall provide the copies of their contingency fee contracts to the special master. The special master shall then build a mathematical model, which shall be based on each litigating Local Government's share under the Negotiation Class Metrics and the rate set forth in their contingency contracts, to calculate a proposed award for each litigating Local Government who timely provided a copy of its contingency contract.

10. **Dispute resolution**- Any one or more of the Local Governments or the State may object to an allocation or expenditure of Opioid Funds solely on the basis that the allocation or expenditure at issue (a) is inconsistent with the Approved Purposes; (b) is inconsistent with the distribution scheme as provided in paragraph 3, or (c) violates the limitations set forth herein with respect to administrative costs or the Expense Fund. There shall be no other basis for bringing an objection to the approval of an allocation or expenditure of Opioid Funds.



EXHIBIT B

City/County Fund	15%
Regional Fund	35%
Scenario 1	\$ 130,000,000.00
City/County Fund Scenario 1	\$ 19,500,000.00
Regional Fund Scenario 1	\$ 45,500,000.00
Scenario 2	\$ 100,000,000.00
City/County Fund Scenario 2	\$ 15,000,000.00
Regional Fund Scenario 2	\$ 35,000,000.00
Scenario 3	\$ 70,000,000.00
City/County Fund Scenario 3	\$ 10,500,000.00
Regional Fund Scenario 3	\$ 24,500,000.00

County	Allocated Subdivisions	Overall Total %	Allocated % by entity	Scenario 1 City/County Fund	Scenario 1 Regional Fund	Scenario 2 City/County Fund	Scenario 2 Regional Fund	Scenario 3 City/County Fund	Scenario 3 Regional Fund
Alachua	Alachua County	1.241050161449%	0.821659546303%	\$ 160,229.46	\$ 564,602.37	\$ 123,253.43	\$ 434,371.06	\$ 85,277.40	\$ 304,059.74
	Alachua		0.013113332457%	2,557.10		1,967.00		1,376.90	
	Archer		0.000719705515%	42.81		32.96		23.07	
	Galvesville		0.381597611347%	74,411.53		57,239.64		40,067.75	
	Hawthorn		0.000270546400%	52.76		49.98		28.41	
	High Springs		0.011937569663%	2,337.58		1,798.14		1,258.69	
	La Crosse		0.000750567061%	190.14		145.26		102.38	
	Macopry		0.002113530737%	412.14		317.03		221.92	
	Neaberry		0.006102729215%	1,190.03		915.41		640.79	
	Waldo		0.002933721993%	582.80		448.31		313.82	
Baker	Baker County	0.193173504190%	0.16844924037%	\$ 33,042.60	\$ 87,894.08	\$ 25,417.39	\$ 67,610.83	\$ 17,792.17	\$ 47,327.58
	Glen St. Mary		0.000326231547%	18.77		14.48		10.10	
	Macclenny		0.02352837946%	4,607.52		3,544.25		2,450.97	
Bay	Bay County	0.839556373312%	0.503772605155%	\$ 99,210.66	\$ 332,043.65	\$ 76,315.69	\$ 293,879.73	\$ 53,421.12	\$ 205,715.81
	Callahan		0.024953925277%	4,865.00		3,743.07		2,610.15	
	Lynn Haven		0.039205632015%	7,615.10		5,820.84		4,116.59	
	Mexico Beach		0.059614292988%	1,094.79		842.14		589.50	
	Panama City		0.155153555969%	30,255.00		23,273.08		16,291.15	
	Panama City Beach		0.030897023117%	15,774.92		12,134.55		8,494.19	
	Parker		0.003701666176%	1,697.42		1,305.70		913.99	
	Springfield		0.016354442736%	3,189.12		2,453.17		1,717.22	
Bradford	Bradford County	0.189484201031%	0.151424309300%	\$ 29,527.74	\$ 86,215.31	\$ 22,713.65	\$ 66,319.47	\$ 15,899.55	\$ 46,423.63
	Brooker		0.000424885015%	87.85		63.73		44.61	
	Hampton		0.002839829959%	553.77		425.97		298.18	
	Lanier		0.003400396103%	663.17		510.13		357.09	
	Starke		0.031392468132%	6,121.53		4,708.87		3,296.21	
Brevard	Brevard County	3.878799180444%	2.323012658535%	\$ 451,919.42	\$ 1,764,853.63	\$ 348,453.40	\$ 1,357,579.71	\$ 243,917.38	\$ 950,305.80
	Cape Canaveral		0.015560750209%	8,831.35		6,834.11		4,783.83	
	Cocoa		0.149245411423%	29,102.86		22,386.81		15,670.72	
	Cocoa Beach		0.024153266155%	16,450.84		12,654.49		8,858.15	
	Grant-Valkaria		0.000321337406%	62.67		48.21		33.75	
	Indian Lake		0.024136738002%	4,706.66		3,620.51		2,514.36	
	Indian Harbour Beach		0.021035991365%	4,112.53		3,163.49		2,214.44	
	Malabar		0.002505732171%	488.62		375.86		263.10	
	Melbourne		0.393101682233%	74,705.41		57,465.70		40,225.99	
	Melbourne Beach		0.012091066302%	2,357.76		1,813.65		1,269.56	
	Melbourne Village		0.003782023200%	737.53		567.33		397.13	
	Palm Bay		0.040817397481%	78,939.38		60,722.61		42,505.83	
	Palm Shores		0.000127102364%	24.78		19.07		13.35	
	Rockledge		0.096603243798%	18,837.63		14,490.49		10,143.34	
	State Beach		0.035975416224%	7,015.21		5,396.31		3,777.42	
	Titusville		0.240356418924%	46,811.00		35,008.46		25,205.92	
	West Melbourne		0.061937577065%	10,139.53		7,799.64		5,459.75	
Broward	Broward County	9.05796262756%	3.966403576878%	\$ 773,448.70	\$ 4,121,373.02	\$ 591,960.54	\$ 3,170,286.94	\$ 416,472.38	\$ 2,219,200.85
	Coccolofe Creek		0.101131719445%	19,720.69		15,169.76		10,618.83	
	Cooper City		0.073935445073%	14,412.41		11,090.32		7,763.22	
	Coral Springs		0.323405517664%	61,064.27		48,510.98		33,957.68	
	Dania Beach		0.017807041180%	3,472.37		2,671.06		1,869.74	
	Davie		0.26592227153%	52,019.83		40,038.33		28,026.83	
	Deerfield Beach		0.202423247259%	39,472.53		30,363.48		21,254.44	
	Fort Lauderdale		0.830581264515%	161,963.35		124,587.19		87,211.03	
	Hialeah Beach		0.15499491814%	30,215.35		23,242.57		16,269.80	
	Hollywood		0.012407006463%	2,419.37		1,861.05		1,302.74	
	Lauderdale		0.520164603456%	101,432.10		78,024.69		54,617.28	
	Lauderdale-By-the-Sea		0.022407611325%	4,442.48		3,421.14		2,391.80	
	Lauderdale Lakes		0.062625150435%	12,211.90		9,393.77		6,575.64	
	Lauderhill		0.14438283139%	28,154.65		21,657.43		15,160.20	
	Lazy Lake		0.000021785977%	4.25		3.27		2.29	
	Lighthouse Point		0.029131861803%	5,660.71		4,369.78		3,058.85	
	Margate		0.143683775129%	28,018.34		21,525.57		15,096.60	
	Miramar		0.27928202419%	54,459.64		41,802.03		29,234.42	
	North Lauderdale		0.06609624996%	12,883.58		9,910.41		6,932.31	
	Oakland Park		0.100430340699%	19,584.01		15,064.63		10,545.24	
	Ocean Breeze		0.005381877237%	1,049.47		807.28		565.10	
	Parkland		0.045504060448%	8,931.79		6,870.61		4,808.43	
	Pembroke Park		0.024597938908%	4,796.60		3,689.69		2,582.78	
	Pembroke Pines		0.462832363603%	90,252.31		69,424.85		48,597.40	
	Plantation		0.213918725664%	41,714.15		32,037.81		22,461.47	
	Pompano Beach		0.335472163493%	65,417.07		50,320.82		35,224.58	
	Sea Ranch Lakes		0.005024174870%	979.71		753.63		527.54	
	Southwest Ranches		0.02597972318%	5,066.05		3,896.96		2,727.87	
	Sunrise		0.28507106146%	55,783.87		42,910.67		30,037.47	
	Tamarac		0.134492458472%	26,226.03		20,173.87		14,121.71	
	Weston		0.135637811283%	27,034.37		20,795.67		14,556.97	
	West Park		0.029553115352%	5,762.86		4,432.97		3,103.03	
	Wilton Manors		0.031630331127%	6,167.91		4,744.55		3,321.18	
Calhoun	Calhoun County	0.04712770781%	0.038366037126%	\$ 7,578.69	\$ 21,483.12	\$ 5,879.91	\$ 16,494.71	\$ 4,050.94	\$ 11,546.30
	Altha		0.000366781107%	71.52		55.02		33.51	
	Blountstown		0.00789668293%	1,539.85		1,184.50		829.15	
Charlotte	Charlotte County	0.737346233376%	0.690225755597%	\$ 134,594.02	\$ 335,492.54	\$ 103,533.86	\$ 258,071.18	\$ 72,473.70	\$ 180,649.83
	Punta Gorda		0.047120477769%	9,188.49		7,068.07		4,947.65	
Citrus	Citrus County	0.969645776606%	0.929715661117%	\$ 181,294.55	\$ 441,188.83	\$ 139,457.35	\$ 339,376.02	\$ 97,620.14	\$ 237,563.22
	Crystal River		0.02192878265%	4,276.11		3,289.32		2,302.52	
	Inverness		0.018001326222%	3,510.26		2,700.20		1,890.14	
Clay	Clay County	1.193429451456%	1.055764591131%	\$ 205,874.15	\$ 543,010.40	\$ 158,364.73	\$ 417,700.31	\$ 110,855.31	\$ 292,390.22
	Green Cove Springs		0.057762577142%	11,263.70		8,664.39		6,065.07	
	Maystone Heights		0.000753535443%	146.94		113.03		79.12	
	Orange Park		0.078559207339%	15,324.90		11,748.38		8,251.87	
	Panney Farms		0.000561066149%	109.41		84.16		58.91	
Collier	Collier County	1.551333376427%	1.35167336930%	\$ 264,161.30	\$ 705,856.69	\$ 203,201.00	\$ 542,965.68	\$ 142,240.70	\$ 380,076.65
	Everglades		0.000145591341%	29.03		22.33		15.63	
	Marco Island		0.062094952003%	12,108.52		9,314.24		6,519.97	
	Naples		0.134416197054%	26,211.16		20,162.43		14,113.70	
Columbia	Columbia County	0.416781150792%		\$ 203,285.42	\$ 203,285.42	\$ 156,373.30	\$ 156,373.30	\$ 109,461.38	\$ 109,461.38



	Columbia County	0 341837201373X	\$	66,668.00	\$	51,283.03	\$	35,893.16
	Fort White	0 000735014274X	\$	46.03	\$	35.41	\$	24.78
	Lake City	0 101659717920X	\$	20,483.61	\$	15,658.96	\$	10,969.27
DeSoto		0 113640078027X	\$		51,706.39	\$	39,774.14	27,841.90
	DeSoto County	0 096851684746X	\$	18,892.51	\$	14,532.70	\$	10,172.89
	Arcadia	0 016755723056X	\$	3,267.37	\$	2,513.36	\$	1,759.35
Duval		0 103744509000X	\$		47,203.78	\$	36,310.60	25,417.42
	Duval County	0 092822039215X	\$	19,270.31	\$	14,823.31	\$	10,376.32
	Cross City	0 001639235282X	\$	504.65	\$	695.89	\$	487.12
	Horseshoe Beach	0 000281440939X	\$	54.88	\$	42.22	\$	29.55
Duval		5 434975156935X	\$		7,472,913.70	\$	1,902,241.30	1,331,568.91
	Jacksonville	5 270570364993X	\$	1,027,761.16	\$	790,595.51	\$	553,609.86
	Atlantic Beach	0 038391507601X	\$	7,583.84	\$	5,833.73	\$	4,083.61
	Baldwin	0 002151527558X	\$	439.05	\$	337.73	\$	235.41
	Jacksonville Beach	0 100447182431X	\$	19,597.20	\$	15,067.08	\$	10,546.95
	Neptune Beach	0 022814874318X	\$	4,448.90	\$	3,422.23	\$	2,395.55
Escambia		1 34163449244X	\$		610,443.67	\$	469,572.05	328,700.44
	Escambia County	1 005860371574X	\$	196,142.87	\$	150,879.13	\$	106,615.39
	Century	0 005136751249X	\$	1,001.67	\$	770.51	\$	539.36
	Pensacola	0 330638926421X	\$	64,474.18	\$	49,595.52	\$	34,716.87
Flagler		0 389364712244X	\$		177,388.44	\$	136,452.65	95,516.85
	Flagler County	0 279759314091X	\$	54,552.41	\$	41,963.39	\$	29,374.37
	Beverly Beach	0 000154335555X	\$	30.10	\$	23.15	\$	16.21
	Bunnell	0 009501809575X	\$	1,652.85	\$	1,425.27	\$	997.69
	Flagler Beach	0 015182436569X	\$	3,019.16	\$	2,322.43	\$	1,625.70
	MarineLand	0 000114392127X	\$	22.31	\$	17.16	\$	12.01
	Palm Coast	0 034857169626X	\$	16,547.15	\$	12,728.58	\$	8,910.00
Franklin		0 049311282590X	\$		22,709.63	\$	17,468.95	12,228.26
	Franklin County	0 046215435956X	\$	9,019.69	\$	6,938.15	\$	4,856.71
	Apalachicola	0 001765538666X	\$	344.87	\$	265.28	\$	185.70
	Carabelle	0 001853779781X	\$	358.23	\$	283.76	\$	198.28
Gadsden		0 123656072077X	\$		56,263.51	\$	43,279.63	30,295.74
	Gadsden County	0 090211810642X	\$	17,591.30	\$	13,531.77	\$	9,427.24
	Chattahoochee	0 004181667772X	\$	815.43	\$	627.75	\$	439.08
	Greensboro	0 003492057723X	\$	9,595.55	\$	7,381.51	\$	5,167.67
	Gretna	0 002240633101X	\$	436.92	\$	336.09	\$	235.27
	Havana	0 005459954403X	\$	1,064.69	\$	818.99	\$	573.30
	Madison	0 001202025213X	\$	234.39	\$	180.30	\$	126.21
	Quincy	0 019867915223X	\$	3,874.24	\$	2,920.19	\$	2,085.13
Grchrist		0 064333769355X	\$		29,271.87	\$	22,516.82	15,761.77
	Grchrist County	0 061274233831X	\$	11,948.48	\$	9,191.14	\$	6,433.79
	Bell	0 000099366143X	\$	19.47	\$	14.98	\$	10.49
	Fanning Springs	0 000385700343X	\$	75.77	\$	58.29	\$	40.80
	Trenton	0 002571093247X	\$	501.36	\$	385.66	\$	269.97
Glades		0 040612836755X	\$		18,478.84	\$	14,218.49	9,950.15
	Glades County	0 040420367464X	\$	7,881.97	\$	6,063.05	\$	4,244.14
	Moore Haven	0 000192469294X	\$	375.53	\$	288.7	\$	202.1
Gulf		0 059914235583X	\$		27,260.93	\$	20,969.93	14,678.99
	Gulf County	0 054751751905X	\$	10,669.57	\$	8,207.36	\$	5,745.15
	Port St. Joe	0 0048117173591X	\$	933.35	\$	722.58	\$	505.60
	Weaahatchia	0 000381307092X	\$	74.35	\$	57.20	\$	40.04
Hamilton		0 047941195910X	\$		21,813.24	\$	16,779.42	11,745.59
	Hamilton County	0 038317061913X	\$	7,569.33	\$	5,822.56	\$	4,075.79
	Jasper	0 004869362655X	\$	949.62	\$	730.48	\$	511.33
	Jennings	0 002623755940X	\$	511.63	\$	393.56	\$	275.49
	White Springs	0 001638641754X	\$	317.96	\$	244.59	\$	171.21
Hardee		0 067110048132X	\$		30,535.07	\$	23,488.52	16,441.96
	Hardee County	0 058100306260X	\$	11,329.56	\$	8,715.05	\$	6,100.53
	Bowling Green	0 001797590575X	\$	359.53	\$	269.64	\$	188.75
	Wauchoa	0 006667426850X	\$	1,300.15	\$	1,000.11	\$	700.03
	JoYo Springs	0 000544724171X	\$	106.22	\$	81.71	\$	57.20
Hendry		0 144466915297X	\$		65,729.72	\$	50,561.32	35,392.92
	Hendry County	0 122478174433X	\$	23,818.70	\$	18,322.68	\$	12,825.45
	Clanilton	0 017580151414X	\$	3,429.88	\$	2,633.37	\$	1,846.85
	Lu. Wille	0 004724576420X	\$	921.29	\$	708.69	\$	496.03
Hernando		1 510075949110X	\$		687,084.56	\$	528,526.58	369,968.61
	Hernando County	1 447521612849X	\$	282,266.71	\$	212,128.24	\$	151,959.77
	Brooksville	0 006131962758X	\$	11,957.33	\$	9,197.94	\$	6,433.56
	Weeki Wachee	0 001234030678X	\$	240.77	\$	185.21	\$	129.64
Highlands		0 357163510237X	\$		162,520.77	\$	125,015.98	87,511.19
	Highlands County	0 287621751985X	\$	56,036.24	\$	43,143.26	\$	30,200.28
	Avon Park	0 025829016090X	\$	5,036.66	\$	3,874.35	\$	2,712.05
	Lake Flacid	0 005565267790X	\$	1,055.23	\$	834.79	\$	584.35
	Sebring	0 038172471371X	\$	7,443.63	\$	5,725.87	\$	4,003.11
Hillsborough		8 710931113657X	\$		3,963,497.77	\$	3,048,844.44	2,134,191.11
	Hillsborough County	8 523111204400X	\$	1,272,086.68	\$	978,466.68	\$	684,926.68
	Plant City	0 104218491142X	\$	20,322.61	\$	15,632.77	\$	10,942.94
	Tampa	1 975671831253X	\$	335,256.02	\$	296,350.78	\$	207,445.55
	Tenue Terrace	0 107930721133X	\$	21,056.24	\$	16,197.11	\$	11,337.98
Holmes		0 031612428513X	\$		37,133.65	\$	28,564.35	19,995.04
	Holmes County	0 066805002459X	\$	13,016.98	\$	10,030.75	\$	7,014.53
	Bonifay	0 006838026863X	\$	1,345.12	\$	1,034.70	\$	724.29
	Elto	0 006269776036X	\$	1,222.61	\$	950.47	\$	653.33
	Homa	0 001278286611X	\$	249.27	\$	191.74	\$	131.22
	Ponce de Leon	0 000179759057X	\$	35.05	\$	26.95	\$	18.87
	Westville	0 000179759057X	\$	35.05	\$	26.96	\$	18.87
Indian River		0 753076058781X	\$		342,649.61	\$	263,576.62	184,503.63
	Indian River County	0 623571450217X	\$	121,596.43	\$	93,535.72	\$	65,475.00
	Fort Pierce	0 004917045734X	\$	958.82	\$	737.56	\$	516.29
	Indian River Shores	0 025322422382X	\$	4,937.87	\$	3,798.36	\$	2,658.85
	Orchid	0 000306561421X	\$	59.84	\$	46.03	\$	32.22
	Sebastian	0 038315915467X	\$	7,471.60	\$	5,747.39	\$	4,023.17
	Vero Beach	0 006642353558X	\$	11,825.26	\$	9,026.35	\$	6,367.45
Jackson		0 155936058795X	\$		72,315.91	\$	55,627.62	38,939.33
	Jackson County	0 075213731704X	\$	14,666.68	\$	11,282.06	\$	7,897.44
	Allford	0 000303229255X	\$	59.13	\$	45.48	\$	31.84
	Biscom	0 000061735439X	\$	12.04	\$	9.26	\$	6.48
	Campbellton	0 001645992343X	\$	321.50	\$	247.20	\$	173.11
	Cottondale	0 001093030329X	\$	213.15	\$	163.96	\$	114.77
	Graceville	0 002794362577X	\$	544.92	\$	419.17	\$	293.42
	Grandridge	0 000030367717X	\$	6.02	\$	4.63	\$	3.24
	Greenwood	0 001292812616X	\$	252.10	\$	193.92	\$	135.75
	Jacob City	0 000481173235X	\$	93.83	\$	72.18	\$	50.52
	Malone	0 000092603151X	\$	18.06	\$	13.89	\$	9.72
	Marionna	0 073519631966X	\$	14,336.33	\$	11,027.95	\$	7,719.56
	Sneads	0 002406050426X	\$	468.79	\$	360.61	\$	252.43
Jefferson		0 040321647784X	\$		18,573.85	\$	14,287.58	10,001.30
	Jefferson County	0 037584169001X	\$	7,328.91	\$	5,637.63	\$	3,946.34
	MontCelo	0 003237478783X	\$	631.31	\$	485.62	\$	339.94
Lafayette		0 031911772076X	\$		14,519.86	\$	11,169.12	7,818.38
	Lafayette County	0 031558854573X	\$	6,153.40	\$	4,733.38	\$	3,313.37
	Mayo	0 000355355195X	\$	69.40	\$	53.38	\$	37.37
Lake		1 139211224519X	\$		518,341.11	\$	398,723.93	279,106.75
	Lake County	0 757453973433X	\$	147,703.50	\$	113,618.07	\$	79,532.65
	Altavua	0 001772535791X	\$	531.81	\$	409.00	\$	285.36
	Clermont	0 075909163189X	\$	14,802.29	\$	11,336.37	\$	7,970.46
	Eustis	0 011929550935X	\$	8,176.20	\$	6,289.39	\$	4,402.57
	Fruitland Park	0 003381493024X	\$	1,634.39	\$	1,252.22	\$	850.06
	Groveland	0 026154034992X	\$	5,100.04	\$	3,923.11	\$	2,746.17
	Honey-in-The-Hills	0 002981458307X	\$	591.38	\$	447.22	\$	313.65
	Lady Lake	0 015948244476X	\$	4,834.41	\$	3,757.24	\$	2,630.07



	Leeburg	0 091339390155X	\$	17,811.18	\$	13,700.91	\$	9,590.64
	Mascotte	0 011415602015X	\$	2,226.01	\$	1,712.34	\$	1,193.64
	Minneola	0 016058175503X	\$	3,131.40	\$	2,408.77	\$	1,686.14
	Montverde	0 001347285057X	\$	262.72	\$	202.09	\$	141.46
	Mount Dora	0 041020350070X	\$	7,999.17	\$	6,153.21	\$	4,307.24
	Tavares	0 031820284673X	\$	6,205.09	\$	4,773.15	\$	3,311.20
	Umatilla	0 005623371261X	\$	1,096.55	\$	843.51	\$	590.45
Li Lee		3 325371638359X	\$	1,513,044.21	\$	1,163,890.16	\$	814,716.11
	Lee County	2 115268407589X	\$	412,477.34	\$	317,290.26	\$	222,103.18
	Bonita Springs	0 017974939143X	\$	3,338.10	\$	2,606.23	\$	1,824.36
	Cape Coral	0 744296771671X	\$	139,313.79	\$	107,164.45	\$	75,015.12
	Estero	0 012030171813X	\$	2,355.63	\$	1,812.03	\$	1,268.42
	Fort Myers	0 431103359555X	\$	84,064.57	\$	64,665.05	\$	45,265.54
	Fort Myers Beach	0 003529351401X	\$	101.97	\$	78.44	\$	54.91
	Sanibel	0 034595447702X	\$	6,746.11	\$	5,189.32	\$	3,637.52
Leon		0 697199244939X	\$	408,225.66	\$	314,019.74	\$	219,813.82
	Leon County	0 471201146391X	\$	91,834.22	\$	70,620.17	\$	49,476.12
	Tallahassee	0 425995893519X	\$	83,069.63	\$	63,899.71	\$	41,729.80
Levy		0 251192401748X	\$	114,292.54	\$	87,917.34	\$	61,542.14
	Levy County	0 200131795079X	\$	39,205.69	\$	30,019.76	\$	21,018.83
	Bronson	0 005701448884X	\$	1,111.78	\$	855.22	\$	593.65
	Cedar Key	0 005180329202X	\$	1,010.16	\$	777.05	\$	543.93
	Chiefland	0 015326723373X	\$	2,983.71	\$	2,299.01	\$	1,609.31
	Fanning Springs	0 000303007835X	\$	157.55	\$	121.20	\$	84.84
	Inglis	0 004976965420X	\$	970.51	\$	746.54	\$	522.58
	Otter Creek	0 000403543812X	\$	79.67	\$	61.28	\$	42.90
	Walston	0 017724357715X	\$	3,465.00	\$	2,665.15	\$	1,866.31
	Yankeetown	0 000354269303X	\$	172.43	\$	132.64	\$	92.85
Liberty		0 019393452225X	\$	8,826.75	\$	6,789.81	\$	4,752.87
	Liberty County	0 019303217578X	\$	3,764.13	\$	2,895.48	\$	2,026.84
	Bristol	0 000096234617X	\$	187.7	\$	14.44	\$	10.10
Madison		0 063540287455X	\$	28,900.83	\$	22,239.10	\$	15,567.37
	Madison County	0 053145129377X	\$	10,363.30	\$	7,971.77	\$	5,560.24
	Greenville	0 000110760311X	\$	21.00	\$	16.61	\$	11.63
	Lee	0 000019732299X	\$	3.89	\$	3.03	\$	2.10
	Madison	0 010264237589X	\$	2,001.56	\$	1,539.66	\$	1,077.76
Manatee		2 271323346235X	\$	1,238,202.12	\$	952,463.17	\$	666,724.22
	Manatee County	2 201647174006X	\$	429,321.20	\$	330,247.03	\$	231,172.95
	Anna Maria	0 003930326116X	\$	1,936.41	\$	1,489.59	\$	1,047.68
	Bradenton	0 379930754632X	\$	74,086.50	\$	56,939.61	\$	39,892.73
	Bradenton Beach	0 014012127744X	\$	2,732.36	\$	2,101.82	\$	1,471.27
	Holmes Beach	0 028033781473X	\$	5,467.56	\$	4,205.82	\$	2,944.07
	Longboat Key	0 034595046131X	\$	6,804.53	\$	5,234.26	\$	3,663.88
	Palmetto	0 052869136137X	\$	10,309.48	\$	7,930.37	\$	5,551.26
Marion		1 701176169590X	\$	774.03516	\$	595,411.66	\$	416,788.16
	Marion County	1 303728592837X	\$	254,227.13	\$	195,559.33	\$	136,891.53
	Belle Glade	0 009795929559X	\$	1,910.92	\$	1,469.94	\$	1,028.96
	Dunnellon	0 018400790795X	\$	3,558.15	\$	2,760.12	\$	1,932.08
	McIntosh	0 000145258244X	\$	28.33	\$	21.79	\$	15.25
	Okaloosa	0 365991502944X	\$	71,953.92	\$	55,349.18	\$	38,744.42
	Reddick	0 000107129135X	\$	20.89	\$	16.07	\$	11.25
Martin		0 869187293116X	\$	395.61672	\$	304,320.55	\$	213,024.39
	Martin County	0 750762739575X	\$	146,338.75	\$	112,614.32	\$	78,830.09
	Jupiter Inland	0 020373839646X	\$	4,070.40	\$	3,131.08	\$	2,191.75
	Ocean Breeze Park	0 003270732933X	\$	1,612.79	\$	1,240.61	\$	868.43
	Sewall's Point	0 008359077551X	\$	1,629.43	\$	1,253.41	\$	877.39
	Stuart	0 031273557673X	\$	15,838.65	\$	12,183.58	\$	8,528.51
Miami Dade		5 232119724173X	\$	2,380,614.50	\$	1,831,241.92	\$	1,281,869.35
	Miami Dade County	4 282797675522X	\$	835,145.55	\$	642,419.65	\$	449,693.76
	Aventura	0 024519272655X	\$	4,800.85	\$	3,692.96	\$	2,585.07
	Bal Harbour	0 010041036747X	\$	1,959.01	\$	1,506.16	\$	1,054.31
	Bay Harbor Islands	0 004272455175X	\$	833.13	\$	640.87	\$	448.61
	Biscayne Park	0 001134842535X	\$	721.29	\$	561.73	\$	391.16
	Coral Gables	0 071740152131X	\$	13,597.13	\$	10,767.02	\$	7,596.92
	Cutler Bay	0 009414653668X	\$	1,835.86	\$	1,412.20	\$	988.54
	Doral	0 013977638513X	\$	2,725.64	\$	2,096.64	\$	1,467.65
	El Portal	0 000924215760X	\$	180.27	\$	138.63	\$	97.04
	Florida City	0 003979278792X	\$	766.21	\$	589.39	\$	412.57
	Golden Beach	0 002847092951X	\$	555.18	\$	427.06	\$	293.94
	Hialeah	0 003015653785X	\$	19,113.10	\$	14,702.33	\$	10,291.67
	Hialeah Gardens	0 005452691411X	\$	1,063.27	\$	817.90	\$	572.53
	Homestead	0 002493665046X	\$	4,867.46	\$	3,740.35	\$	2,618.25
	Indian Creek	0 002543863026X	\$	496.05	\$	381.58	\$	267.11
	Fey Biscayne	0 013683477816X	\$	2,668.28	\$	2,052.52	\$	1,436.77
	Hollywood	0 003748274131X	\$	1,705.91	\$	1,312.24	\$	918.57
	Miami	0 292793005448X	\$	57,094.64	\$	43,918.95	\$	30,743.27
	Miami Beach	0 181409572478X	\$	35,374.87	\$	27,211.44	\$	19,048.01
	Miami Gardens	0 040683650923X	\$	7,939.31	\$	6,102.55	\$	4,271.78
	Miami Lakes	0 007835768603X	\$	1,528.17	\$	1,175.52	\$	822.86
	Miami Shores	0 005827935165X	\$	1,276.15	\$	943.19	\$	660.23
	Miami Springs	0 005169918939X	\$	1,203.13	\$	925.49	\$	647.81
	North Bay Village	0 005160359745X	\$	1,006.27	\$	774.05	\$	541.84
	North Miami	0 030379207177X	\$	5,923.96	\$	4,554.90	\$	3,189.82
	North Miami Beach	0 030391930953X	\$	5,916.44	\$	4,558.80	\$	3,191.16
	Opalocka	0 007847663096X	\$	1,530.29	\$	1,177.15	\$	824.00
	Palmetto Bay	0 007404620570X	\$	1,443.90	\$	1,106.69	\$	777.49
	Pinecrest	0 008296152856X	\$	1,617.75	\$	1,244.42	\$	871.10
	South Miami	0 007833137111X	\$	1,527.46	\$	1,174.97	\$	822.48
	Sunny Isles Beach	0 007693324511X	\$	1,500.20	\$	1,154.00	\$	807.60
	Surfside	0 001869335285X	\$	949.62	\$	730.48	\$	511.33
	Sweetwater	0 004116300842X	\$	802.68	\$	617.45	\$	432.21
	Virginia Gardens	0 001172973244X	\$	228.73	\$	175.95	\$	123.16
	West Miami	0 002654623657X	\$	517.65	\$	398.19	\$	274.74
Monroe		0 476358735555X	\$	216,756.88	\$	166,736.06	\$	116,715.24
	Monroe County	0 330124785469X	\$	64,374.33	\$	49,518.72	\$	34,663.10
	Wampanoac	0 022357305503X	\$	4,359.67	\$	3,353.60	\$	2,347.52
	Key Colony Beach	0 001751812613X	\$	926.60	\$	712.77	\$	493.94
	Key West	0 003837335417X	\$	17,177.04	\$	13,213.11	\$	9,249.18
	Lafayette	0 000150703059X	\$	29.39	\$	22.61	\$	15.82
	Thrairton	0 039916742141X	\$	6,028.76	\$	4,637.51	\$	3,246.26
Nassau		0 476933163002X	\$	217,004.73	\$	166,926.71	\$	116,848.70
	Nassau County	0 392706357951X	\$	76,577.74	\$	58,905.95	\$	41,234.17
	Callahan	0 000225152759X	\$	43.90	\$	33.77	\$	23.64
	Fernandina Beach	0 003159415195X	\$	16,210.93	\$	12,439.92	\$	8,731.74
	Hiland	0 000641507093X	\$	164.29	\$	126.33	\$	88.46
Ocala		0 819217865955X	\$	372,741.85	\$	286,724.50	\$	200,707.15
	Ocala County	0 612059617545X	\$	119,351.63	\$	91,863.94	\$	64,266.26
	Cinco Bayou	0 000733552214X	\$	143.04	\$	110.03	\$	77.02
	Crestview	0 070401300668X	\$	13,735.83	\$	10,566.02	\$	7,396.21
	Destin	0 014678507281X	\$	2,852.31	\$	2,201.78	\$	1,541.24
	Fort Walton Beach	0 077837497644X	\$	15,178.31	\$	11,675.62	\$	8,172.94
	Laurel Hill	0 000079529143X	\$	15.58	\$	11.98	\$	8.39
	Mary Esther	0 009356497399X	\$	1,824.53	\$	1,403.48	\$	982.44
	Wiceville	0 003174539371X	\$	4,240.35	\$	3,261.81	\$	2,283.27
	Shalimar	0 001821826790X	\$	355.84	\$	273.72	\$	191.61
	Walpole	0 010456833952X	\$	2,039.09	\$	1,568.53	\$	1,099.97
Ocechobee		0 353195276592X	\$	160,840.35	\$	123,723.35	\$	86,606.34
	Ocechobee County	0 314543551405X	\$	61,336.86	\$	47,181.58	\$	33,027.10
	Ocechobee	0 035951427287X	\$	7,595.53	\$	5,842.71	\$	4,089.50
Orange		4 671028214546X	\$	2,125,317.84	\$	1,634,859.63	\$	1,144,401.91
	Orange County	3 063330369799X	\$	597,349.43	\$	459,499.56	\$	321,649.69



	Apogee	0 0972151503923	\$	18,956.95		\$	14,582.27		\$	10,207.59
	Bay Lake	0 0235655840134	\$	4,595.49		\$	3,534.99		\$	2,474.49
	Bele Isle	0 0107932535666	\$	2,105.66		\$	1,619.74		\$	1,133.87
	Canonville	0 0033252048358	\$	1,631.41		\$	1,248.78		\$	874.15
	Edgewood	0 0097160874551	\$	1,891.63		\$	1,457.41		\$	1,020.19
	Lake Buena Vista	0 01035521161161	\$	2,019.27		\$	1,553.28		\$	1,087.30
	Maunaloa	0 0457282762093	\$	9,112.01		\$	7,009.24		\$	4,906.47
	Oakland	0 0054790365565	\$	1,058.67		\$	814.36		\$	570.05
	Ocoee	0 0665993223264	\$	12,936.97		\$	9,939.97		\$	6,992.98
	Orlando	1 1602484514909	\$	226,248.45		\$	174,037.27		\$	121,826.09
	Windermere	0 0075450645673	\$	1,471.87		\$	1,132.21		\$	792.55
	Winter Garden	0 0562615545963	\$	10,971.59		\$	8,439.69		\$	5,907.78
	Winter Park	0 01049030281593	\$	20,456.09		\$	15,735.45		\$	11,014.82
Osceola	1 073452092940X		\$	488,420.70		\$	375,708.23		\$	267,995.76
	Osceola County	0 832748591390X	\$	163,263.49		\$	125,587.30		\$	87,911.11
	Kissimmee	0 1623650068272	\$	31,651.37		\$	24,354.90		\$	17,048.43
	St. Cloud	0 0733373384673	\$	14,398.73		\$	11,075.61		\$	7,752.93
Palm Beach	8 60159137053X		\$	3,913,375.44		\$	3,010,558.03		\$	2,107,390.62
	Palm Beach County	5 5525484750266	\$	1,082,745.95		\$	832,882.27		\$	583,017.59
	Atlantis	0 0187512301699	\$	3,656.49		\$	2,812.68		\$	1,968.83
	Bele Glade	0 0203284459451	\$	4,061.55		\$	3,124.27		\$	2,186.99
	Boca Raton	0 4720690733615	\$	92,053.47		\$	70,810.36		\$	49,567.25
	Boynton Beach	0 3064932717715	\$	59,767.16		\$	45,974.74		\$	32,182.32
	Bunny Breeces	0 0032574520123	\$	6,352.00		\$	488.62		\$	342.03
	Cloud Lake	0 0001833377933	\$	36.82		\$	28.33		\$	19.83
	DeVay Beach	0 3518465794573	\$	63,610.03		\$	52,776.99		\$	36,943.89
	Green Ridge	0 0000526566944	\$	1,027		\$	7.90		\$	5.53
	Geet	0 0042833496334	\$	835.25		\$	642.50		\$	449.75
	Greenacres	0 0764248356573	\$	14,502.84		\$	11,463.73		\$	8,024.61
	Golf Stream	0 0105711513224	\$	7,000.87		\$	5,500.67		\$	4,000.47
	Hawthorn	0 0010310018594	\$	211.38		\$	162.60		\$	113.82
	Highland Beach	0 0325109689314	\$	6,339.64		\$	4,876.65		\$	3,413.65
	Hycovue	0 0051530929821	\$	1,001.85		\$	772.96		\$	541.07
	Juno Beach	0 0167575332044	\$	3,267.72		\$	2,513.63		\$	1,759.54
	Jupiter Island	0 1254663748834	\$	24,465.94		\$	18,819.96		\$	13,173.97
	Jupiter Inlet Colony	0 0052765638499	\$	1,028.93		\$	791.48		\$	554.04
	Lake Clarke Shores	0 0075607749033	\$	1,474.35		\$	1,131.12		\$	793.83
	Lake Park	0 0294332759009	\$	5,739.49		\$	4,414.99		\$	3,090.49
	Lake Worth	0 1174466172933	\$	22,843.59		\$	17,571.99		\$	12,303.39
	Lantana	0 0245071515059	\$	4,778.69		\$	3,676.07		\$	2,573.25
	Loughatchee Groves	0 0025311527899	\$	493.57		\$	379.67		\$	265.77
	Manalapan	0 0216328223333	\$	4,218.40		\$	3,244.92		\$	2,271.45
	Margonia Park	0 0106965717951	\$	2,035.83		\$	1,604.49		\$	1,123.14
	North Palm Beach	0 0143496162568	\$	8,648.18		\$	6,652.45		\$	4,656.71
	Ocean Ridge	0 0127854974079	\$	2,493.37		\$	1,917.97		\$	1,342.58
	Palmokee	0 0320180504173	\$	783.55		\$	602.74		\$	421.92
	Palm Beach	0 1854785481234	\$	36,167.99		\$	27,821.53		\$	19,475.07
	Palm Beach Gardens	0 2336758025729	\$	15,566.60		\$	12,051.30		\$	8,453.97
	Palm Beach Shores	0 0141355985121	\$	2,756.44		\$	2,120.24		\$	1,484.24
	Palm Springs	0 0350217642823	\$	7,414.24		\$	5,703.26		\$	3,992.29
	Riviera Beach	0 1636170572823	\$	31,995.33		\$	24,542.55		\$	17,173.79
	Royal Palm Beach	0 0192957435959	\$	9,612.67		\$	7,394.36		\$	5,176.05
	South Bay	0 0018302740001	\$	356.90		\$	274.54		\$	192.18
	South Palm Beach	0 0058666819679	\$	1,144.00		\$	880.00		\$	616.00
	Tequesta	0 0318936145953	\$	6,219.25		\$	4,784.04		\$	3,348.83
	Wellington	0 0501836447583	\$	9,785.81		\$	7,527.55		\$	5,269.28
	West Palm Beach	0 5492656025419	\$	107,106.79		\$	82,389.84		\$	57,672.89
Pasco	4 692037260491X		\$	2,134,899.70		\$	1,642,230.54		\$	1,149,561.38
	Pasco County	4 3192052333131	\$	842,245.02		\$	647,850.79		\$	453,516.55
	DaDe City	0 0555197267233	\$	10,884.85		\$	8,372.96		\$	5,861.07
	New Port Richey	0 1498791074941	\$	29,226.43		\$	22,481.87		\$	15,737.31
	Port Richey	0 0495297545531	\$	9,658.35		\$	7,429.50		\$	5,200.65
	San Antonio	0 0021859921555	\$	427.01		\$	328.47		\$	229.93
	St. Leo	0 0027903041611	\$	544.21		\$	418.62		\$	293.03
	Zephyrhills	0 1126726146039	\$	21,971.16		\$	16,900.89		\$	11,830.62
PineHills	7 934889316777X		\$	3,610,374.87		\$	2,777,211.44		\$	1,944,048.01
	PineHills County	4 5465931845531	\$	856,585.67		\$	691,988.93		\$	477,392.28
	Bellear	0 0180957451219	\$	3,528.67		\$	2,714.36		\$	1,900.05
	Bellear Beach	0 0042615606869	\$	831.00		\$	639.23		\$	447.46
	Bellear Bluffs	0 0075026709659	\$	1,463.02		\$	1,125.40		\$	787.78
	Bellear Shore	0 0004394110293	\$	85.69		\$	65.91		\$	46.14
	Clearwater	0 6333631201969	\$	123,603.31		\$	95,079.47		\$	66,555.63
	Dunedin	0 1024403737969	\$	19,975.97		\$	15,366.13		\$	10,756.29
	Gulfport	0 0176939354606	\$	9,339.33		\$	7,184.10		\$	5,028.87
	Indian Rocks Beach	0 0039534536629	\$	1,745.92		\$	1,343.02		\$	940.11
	Indian Shores	0 0113730048744	\$	2,207.99		\$	1,693.45		\$	1,188.92
	Kenneth City	0 0174547460559	\$	3,403.68		\$	2,618.22		\$	1,832.75
	Largo	0 3741929907771	\$	72,967.63		\$	56,128.95		\$	39,290.26
	Riviera Beach	0 0026189577739	\$	4,410.31		\$	3,392.54		\$	2,374.78
	North Redington Beach	0 0032303139691	\$	745.99		\$	573.05		\$	401.14
	Oldsmar	0 0398212080933	\$	7,587.23		\$	5,851.38		\$	4,139.28
	PineHills Park	0 2516663119913	\$	49,074.93		\$	37,749.95		\$	26,424.96
	Redington Beach	0 0361115282823	\$	704.25		\$	541.23		\$	379.21
	Redington Shores	0 0064513528413	\$	1,258.01		\$	967.70		\$	677.39
	Safety Harbor	0 0350617107480	\$	2,422.03		\$	1,869.48		\$	1,336.48
	Seminole	0 0952486957431	\$	18,573.50		\$	14,287.30		\$	10,011.11
	South Pasadena	0 0299689216551	\$	5,843.94		\$	4,495.34		\$	3,146.74
	St. Pete Beach	0 0717910466193	\$	13,999.25		\$	10,768.66		\$	7,538.06
	St. Petersburg	1 4565930201343	\$	284,035.65		\$	218,458.96		\$	152,942.27
	Tampa Springs	0 1019709950503	\$	19,884.27		\$	15,295.59		\$	10,706.91
	Treasure Island	0 0106527832159	\$	7,927.29		\$	6,097.92		\$	4,268.54
Polk	2 150483025295X		\$	978,469.78		\$	752,669.06		\$	526,868.34
	Polk County	1 5550493281843	\$	303,819.72		\$	231,707.47		\$	163,595.23
	Auburndale	0 0266361625843	\$	5,58.05		\$	4,295.42		\$	3,006.80
	Barlow	0 0439719706607	\$	8,574.53		\$	6,595.80		\$	4,617.06
	Davenport	0 0053851518189	\$	1,034.60		\$	795.84		\$	557.09
	Dundee	0 8655975512515	\$	1,891.60		\$	1,453.62		\$	1,039.92
	Eagle Lake	0 0215601739379	\$	503.13		\$	383.69		\$	270.97
	Fort Meade	0 0277022032513	\$	1,501.97		\$	1,155.36		\$	803.75
	Frostproof	0 0058576032273	\$	1,142.23		\$	878.64		\$	615.05
	Haines City	0 0479247735633	\$	9,357.03		\$	7,197.72		\$	5,038.40
	Highland Park	0 0000635511823	\$	12.39		\$	9.53		\$	6.67
	Hilcrest Heights	0 0000054472443	\$	1.06		\$	0.82		\$	0.57
	Lake Alfred	0 0074599607293	\$	1,460.54		\$	1,123.49		\$	786.45
	Lake Hamilton	0 0025402315303	\$	455.35		\$	331.03		\$	266.72
	Lakeland	0 2948756684683	\$	57,500.76		\$	44,231.35		\$	30,961.95
	Lake Wales	0 0362931721343	\$	7,077.17		\$	5,443.93		\$	3,810.78
	Mulberry	0 0054145692023	\$	1,055.84		\$	812.18		\$	568.53
	Polk City	0 0010303700933	\$	210.67		\$	162.06		\$	113.44
	Winter Haven	0 0970335760379	\$	18,921.55		\$	14,555.01		\$	10,183.53
Pulnam	0 384593194068X		\$	175,126.40		\$	134,712.62		\$	94,298.83
	Pulnam County	0 3192599301823	\$	64,199.07		\$	49,343.90		\$	34,568.73
	Greentown	0 0065616362913	\$	1,084.52		\$	834.25		\$	583.97
	Interlachen	0 0018774818189	\$	365.11		\$	281.62		\$	197.14
	Palatka	0 0169552447166	\$	9,156.27		\$	7,013.29		\$	4,930.30
	Pomona Park	0 0003794913443	\$	74.00		\$	56.92		\$	39.85
	Yelva	0 0003933450433	\$	174.20		\$	134.00		\$	93.80
Santa Rosa	0 701267319513X		\$	319,076.63		\$	245,443.56		\$	171,810.49
	Santa Rosa County	0 5925239342169	\$	115,542.18		\$	88,878.60		\$	62,215.02
	Gulf Breeze	0 0619515079059	\$	12,030.54		\$	9,237.73		\$	6,504.91
	Jay	0 0001597858293	\$	31.16		\$	23.97		\$	16.78

			0.016632041562%	\$	9,093.25		\$	6,994.81		\$	4,895.36				
Sarasota		2.60504355757%		\$	1,276,294.96		\$	981,765.35		\$	687,235.75				
	Sarasota County		1.924315263251%	\$	375,241.48		\$	283,647.29		\$	202,053.10				
	Longboat Key		0.044834553556%	\$	8,675.41		\$	6,673.42		\$	4,671.39				
	North Port		0.202611771277%	\$	40,874.30		\$	31,441.77		\$	22,009.24				
	Sarasota		0.484279979535%	\$	94,434.60		\$	72,642.00		\$	50,843.40				
	Venice		0.142347384560%	\$	27,757.74		\$	21,352.11		\$	14,946.48				
Seminole		2.141143264544%		\$	974,222.46		\$	749,401.89		\$	524,581.37				
	Seminole County		1.502694164839%	\$	294,195.36		\$	226,304.12		\$	158,412.89				
	Altamonte Springs		0.031305566130%	\$	15,854.59		\$	12,195.83		\$	8,537.03				
	Casselberry		0.005038547793%	\$	15,606.74		\$	12,006.18		\$	8,403.63				
	Lake Mary		0.03767627827%	\$	15,554.69		\$	11,955.14		\$	8,375.60				
	Longwood		0.051710013415%	\$	12,033.45		\$	9,255.50		\$	6,479.55				
	Orlando		0.10313835057%	\$	20,110.52		\$	15,469.63		\$	10,818.74				
	Sanford		0.164243490362%	\$	32,027.48		\$	24,636.52		\$	17,245.57				
	Winter Springs		0.06276700024%	\$	12,141.09		\$	9,339.30		\$	6,537.51				
St. Johns		0.710333149554%		\$	323,201.67		\$	248,616.67		\$	174,031.67				
	St. Johns County		0.656334818131%	\$	127,935.29		\$	98,450.22		\$	68,915.16				
	Hastings		0.000010391183%	\$	2.12		\$	1.63		\$	1.14				
	Marineford		0.000000000000%	\$	-		\$	-		\$	-				
	St. Augustine		0.046510356442%	\$	9,069.53		\$	6,976.56		\$	4,833.59				
	St. Augustine Beach		0.007477250493%	\$	1,458.05		\$	1,121.59		\$	765.11				
St. Lucie		1.506527241355%		\$	685,515.67		\$	527,319.75		\$	369,123.82				
	St. Lucie County		0.956155584302%	\$	186,450.53		\$	143,423.49		\$	100,396.44				
	Fort Pierce		0.159535255654%	\$	31,109.37		\$	23,930.29		\$	16,751.20				
	Port St. Lucie		0.35003453935%	\$	76,206.67		\$	58,820.52		\$	41,034.36				
	St. Lucie Village		0.000132549603%	\$	25.85		\$	19.88		\$	13.92				
Sumter		0.32639327059%		\$	148,511.49		\$	114,239.80		\$	79,967.72				
	Sumter County		0.302773026086%	\$	58,943.24		\$	45,340.95		\$	31,736.67				
	Bushnell		0.006607507124%	\$	1,284.46		\$	991.13		\$	693.79				
	Center Hill		0.001312785844%	\$	255.99		\$	196.92		\$	137.84				
	Colmans		0.00024908199%	\$	145.83		\$	112.21		\$	78.55				
	Webster		0.001423546476%	\$	277.59		\$	213.53		\$	149.47				
	WYWood		0.014033916721%	\$	2,736.61		\$	2,105.03		\$	1,473.55				
Suwannee		0.191014879592%		\$	86,911.77		\$	66,855.21		\$	46,798.65				
	Suwannee County		0.161027600555%	\$	31,400.42		\$	24,154.17		\$	16,907.92				
	Branford		0.000929663004%	\$	181.28		\$	139.45		\$	97.61				
	Live Oak		0.029057416132%	\$	5,666.20		\$	4,358.61		\$	3,051.03				
Taylor		0.09218189728%		\$	41,942.76		\$	32,263.66		\$	22,584.56				
	Taylor County		0.06996955119%	\$	13,648.12		\$	10,495.48		\$	7,346.83				
	Perry		0.022121045963%	\$	4,331.35		\$	3,331.81		\$	2,332.26				
Union		0.06515530224%		\$	29,846.12		\$	22,804.71		\$	15,963.29				
	Union County		0.063679259109%	\$	12,407.71		\$	9,544.39		\$	6,881.07				
	Lake Butler		0.001393126003%	\$	272.63		\$	209.72		\$	146.80				
	Rufford		0.000112710236%	\$	2.48		\$	1.91		\$	1.33				
	Worthington Springs		0.000116107876%	\$	22.66		\$	17.43		\$	12.20				
Volusia		3.13032967480%		\$	1,424,300.00		\$	1,095,615.39		\$	766,930.77				
	Volusia County		1.705575342287%	\$	333,172.19		\$	256,286.30		\$	179,500.41				
	Daytona Beach		0.447556475122%	\$	87,273.51		\$	67,133.47		\$	46,993.43				
	Daytona Beach Shores		0.032743093439%	\$	7,249.90		\$	5,961.46		\$	4,173.02				
	DeBary		0.035283616215%	\$	6,850.31		\$	5,292.54		\$	3,704.78				
	DeLand		0.032933689493%	\$	19,301.82		\$	14,847.55		\$	10,391.29				
	Deltona		0.199379190035%	\$	38,869.19		\$	29,699.38		\$	20,929.56				
	Edgewater		0.05504202313%	\$	11,318.23		\$	8,706.33		\$	6,094.43				
	Flagler Beach		0.00022337011%	\$	43.55		\$	33.50		\$	23.45				
	Holy Hill		0.031615005143%	\$	6,165.08		\$	4,742.37		\$	3,319.66				
	Lake Helen		0.004918361482%	\$	959.18		\$	737.83		\$	516.48				
	New Smyrna Beach		0.10505968306%	\$	20,292.86		\$	15,609.90		\$	10,926.93				
	Oak Hill		0.034826811037%	\$	920.06		\$	723.12		\$	506.19				
	Orange City		0.033562287058%	\$	6,544.65		\$	5,034.34		\$	3,524.04				
	Ormond Beach		0.114644516847%	\$	22,355.68		\$	17,196.68		\$	12,037.67				
	Pearson		0.002333236251%	\$	454.98		\$	349.99		\$	244.99				
	Ponce Inlet		0.023313535748%	\$	4,643.64		\$	3,572.03		\$	2,500.42				
	Port Orange		0.17596501562%	\$	34,631.32		\$	26,639.48		\$	18,647.63				
	South Daytona		0.04521205323%	\$	8,818.14		\$	6,783.18		\$	4,748.23				
Wakulla		0.11512932120%		\$	57,383.81		\$	40,295.26		\$	28,206.68				
	Wakulla County		0.114953193647%	\$	22,415.87		\$	12,242.93		\$	12,070.09				
	Socchopee		0.000107129135%	\$	20.89		\$	16.07		\$	11.25				
	St. Marks		0.000659924269%	\$	13.45		\$	10.35		\$	7.24				
Walton		0.26558216151%		\$	122,193.99		\$	93,995.38		\$	65,796.76				
	Walton County		0.224788459581%	\$	43,732.36		\$	33,640.27		\$	23,548.19				
	DeFuniak Springs		0.017057137234%	\$	3,326.14		\$	2,558.57		\$	1,791.00				
	Freeport		0.003290135477%	\$	641.58		\$	493.52		\$	345.46				
	Paxton		0.023947453860%	\$	4,668.78		\$	3,591.37		\$	2,513.96				
Washington		0.12012444109%		\$	54,656.62		\$	42,043.56		\$	29,430.49				
	Washington County		0.104903475404%	\$	20,457.15		\$	15,736.27		\$	11,015.39				
	Canyville		0.001401757499%	\$	273.34		\$	210.26		\$	147.18				
	Chipley		0.012550490609%	\$	2,447.34		\$	1,882.57		\$	1,317.80				
	Etro		0.000272571263%	\$	432.00		\$	312.23		\$	23.26				
	Vernon		0.00036133386%	\$	70.46		\$	54.20		\$	37.94				
	Wausau		0.00065690531%	\$	132.78		\$	102.14		\$	71.50				
		10000%	1000%	\$	19,500,000.00	\$	45,500,000.00	\$	15,000,000.00	\$	35,000,000.00	\$	10,500,000.00	\$	24,500,000.00

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

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

Town Council  
Steve Breitkreuz, *Mayor*  
Bob Hartmann, *Vice Mayor*  
Jim Allbritton, *Council Member*  
Gary Jablonski, *Council Member*  
David Kuczenski, *Council Member*

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

## COUNCIL MEMORANDUM

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Russell Muñiz, Assistant Town Administrator/Town Clerk  
**DATE:** 11/18/2021  
**SUBJECT:** Town Council Meeting Schedule - Calendar Year 2022

---

### **Recommendation**

Town Staff is requesting Town Council's consideration and approval of the Town Council meeting schedule for calendar year 2022.

### **Unanimous Vote of the Town Council Required?**

No

### **Strategic Priorities**

A. Sound Governance

### **Background**

Section 4.01 of the Town Charter requires the Council to hold at least 11 monthly meetings in each fiscal year. Special meetings may be held on the call of the Mayor or upon the call of three members of the Council.

Dates have been reviewed to ensure no conflict exists with established holidays.

### **Fiscal Impact/Analysis**

No impact.

### **Staff Contact:**

Russell Muñiz

Assistant Town Administrator/Town Clerk

**ATTACHMENTS:**

Description	Upload Date	Type
Council_Meeting_Schedule-TA Approved	10/21/2021	Resolution

**RESOLUTION NO. 2022 -**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF  
SOUTHWEST RANCHES, FLORIDA, APPROVING THE TOWN  
COUNCIL MEETING SCHEDULE FOR THE CALENDAR YEAR 2022;  
AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Article IV, Section 4.0.1 (a) of the Charter of the Town of Southwest Ranches provides that the Town Council shall hold at least eleven (11) monthly meetings each year; and

**WHEREAS**, in an attempt to have some consistency with its meeting dates, when conflicts do not exist, the Town desires to have regular meetings on the second and fourth Thursday of the month; and

**WHEREAS**, the Town Council has the authority to establish additional meetings and to change meetings dates as may be necessary.

**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 meeting schedule, attached hereto and incorporated herein by reference as Exhibit "A", for the Town Council meetings for calendar year 2022.

**Section 3:** The Town Council reserves the right to amend this Resolution to establish additional meetings and to change meetings dates, as may be necessary. In addition, additional meetings may be added without amendment to this Resolution provided that proper notice is given.

**Section 4:** Nothing stated herein shall be interpreted to prevent special meetings or additional meetings to be called in accordance with the Town's Charter.

**Section 5:** This Resolution shall become effective immediately upon its adoption.

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

Ranches, Florida, this 18<sup>th</sup> day of November, 2021, on a

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

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

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

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith M. Poliakoff, J.D., Town Attorney  
1001.729.01



# Exhibit A

## 2022 Town Council Proposed Meeting Schedule

Regular Town Council Meetings are attempted to be held at 7:00 PM on the **SECOND** and **FOURTH THURSDAY** each month. However, September meetings reflect tentative changes needed to accommodate state law pertaining to budget adoption which may require further change. Meetings may be canceled by the Town Council if there is no imminent business to discuss.

JANUARY	27
FEBRUARY	10, 24
MARCH	10, 24
APRIL	14, 28
MAY	12, 26
JUNE	9, 23
JULY	14, 28
AUGUST	11, 25
SEPTEMBER	<b>8, 22 (Tentative)</b>
OCTOBER	13, 27
NOVEMBER	17
DECEMBER	8

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

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**Town Council**  
**Steve Breitkreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
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**Keith M. Poliakoff, JD, Town Attorney**  
**Russell Muniz, MPA, Assistant Town Administrator/Town Clerk**  
**Martin D. Sherwood, CPA, CGMA, CGFO, Town Financial Administrator**

## **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Russell Muñiz, Assistant Town Administrator/Town Clerk  
**DATE:** 11/18/2021  
**SUBJECT:** Town Holiday Schedule - Calendar Year 2022

---

### **Recommendation**

Town Staff is requesting Town Council's consideration and approval of the Town holiday schedule for calendar year 2022.

### **Unanimous Vote of the Town Council Required?**

No

### **Strategic Priorities**

A. Sound Governance

### **Background**

The holidays identified in this schedule are consistent with the local and federal government schedules for calendar year 2022.

### **Fiscal Impact/Analysis**

No impact.

### **Staff Contact:**

Russell Muñiz  
Assistant Town Administrator/Town Clerk

**ATTACHMENTS:**

Description	Upload Date	Type
Town_Holiday_Schedule_-TA Approved	10/21/2021	Resolution

**RESOLUTION NO. 2022 –**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE TOWN HOLIDAY SCHEDULE FOR THE CALENDAR YEAR 2022; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council desires to establish an official 2022 holiday schedule for the Town of Southwest Ranches; and

**WHEREAS**, the Town’s administrative offices shall be closed in observance of the holidays delineated below.

**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 following official holiday schedule for the Town of Southwest Ranches for calendar year 2022.

**Schedule:**

<u>Month</u>	<u>Date</u>	<u>Holiday</u>	<u>Day</u>
January	3rd	New Year’s Day	Monday
January	17 <sup>th</sup>	Martin Luther King, Jr. Day	Monday
February	21 <sup>st</sup>	President’s Day	Monday
May	30 <sup>th</sup>	Memorial Day	Monday
July	4 <sup>th</sup>	Independence Day	Monday
September	5 <sup>th</sup>	Labor Day	Monday
November	11 <sup>th</sup>	Veteran’s Day	Friday
November	24 <sup>th</sup>	Thanksgiving	Thursday
November	25 <sup>th</sup>	Day After Thanksgiving	Friday
December	23rd	Christmas Eve	Friday
December	26 <sup>th</sup>	Christmas Day	Monday
December	30 <sup>th</sup>	New Year’s Eve	Friday

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

Ranches, Florida, this 18<sup>th</sup> day of November 2021, on a motion by

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

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

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

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith M. Poliakoff, J.D., Town Attorney  
1001.730.01



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

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

**Town Council**  
**Steve Breitkreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David Kuczenski, Council Member**

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

## **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Russell Muniz, Assistant Town Administrator/Town Clerk  
**DATE:** 11/18/2021  
**SUBJECT:** Appointment of New Vice Mayor

---

### **Recommendation**

Town Staff is requesting Town Council's consideration and appointment of Vice Mayor of the Town of Southwest Ranches for the upcoming year.

### **Strategic Priorities**

A. Sound Governance

### **Background**

Section 2.03 of the Town's Charter addresses the position of Vice Mayor. The Vice Mayor shall be elected from among Council Members. It requires a majority vote of the Council. This Resolution serves to comply with the Town's Charter by appointing a new Vice Mayor.

The vote takes place in November of each year. The Vice Mayor shall serve for a period of one year. No Council Member shall serve consecutive terms as Vice Mayor unless no other Council Member is willing to serve as Vice Mayor.

### **Fiscal Impact/Analysis**

None.

### **Staff Contact:**

Russell Muñiz, Assistant Town Administrator/Town Clerk

**ATTACHMENTS:**

Description	Upload Date	Type
Appointment of Vice Mayor Reso - TA Approved	10/21/2021	Resolution



**RESOLUTION NO. 2022 –**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPOINTING COUNCIL MEMBER \_\_\_\_\_ AS THE NEW VICE MAYOR OF THE TOWN OF SOUTHWEST RANCHES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on November 4, 2003 the Town’s electorate amended Section 2.03 of the Town’s Charter to provide for the annual appointment of the Town’s Vice Mayor; and

**WHEREAS**, on November 7, 2006 the Town’s electorate further amended Section 2.03 of the Town’s Charter to provide that the Vice Mayor shall be elected from among Council Members for a period of one year by a majority of the Council in November of each year; and

**WHEREAS**, no Council Member shall serve consecutive terms as Vice Mayor unless no other Council Member is willing to serve as Vice Mayor; and

**WHEREAS**, this Resolution serves to comply with the Town’s Charter by appointing a new Vice Mayor.

**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 appoints Council Member \_\_\_\_\_ as the new Vice Mayor of the Town of Southwest Ranches.

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

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

Ranches, Florida, this 18<sup>th</sup> day of November 2021, on a motion by \_\_\_\_\_

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

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

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

\_\_\_\_\_  
Steve Breitkreuz, Mayor

ATTEST:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith M. Poliakoff, J.D., Town Attorney  
1001.731.01



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

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

**Town Council**  
**Steve Breitkreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David Kuczenski, Council Member**

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

## **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Martin D. Sherwood, Town Financial Administrator  
**DATE:** 11/18/2021  
**SUBJECT:** FY 2020 / 2021 Year-end Budget Adjustment

### **Recommendation**

It is recommended that the Town Council adopt the attached resolution adjusting the FY 20/21 Town Budget as presented to prevent Fund or Departmental expenditures from exceeding budgeted approved Fund or Departmental appropriations.

### **Unanimous Vote of the Town Council Required?**

No

### **Strategic Priorities**

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

### **Background**

Each municipality within the State of Florida is required by State Statute to adopt a balanced budget through a formal public process and to not exceed the appropriations adopted through that process. For the Town of Southwest Ranches, the level for assessing expenditures and appropriations is at the Fund and Departmental levels. None of the Towns five funds (General, Transportation, Capital Projects, Debt Service, or Solid Waste) had regular

expenditures that exceeded their adopted current budget which would result in a violation of State Statutes. It shall also be noted that for the ninth consecutive year, the Southwest Ranches Volunteer Fire Rescue, Inc. (a financial reporting component unit) also did not exceed its adopted total current budget. However, a few of the individual General Fund Departments and one individual Capital Project did exceed their total approved budgets. For each of those individual areas, the Town, in accordance with its Charter, needs to adjust their impacted budgets. Adoption of the attached resolution including Exhibit A “cleans up” the FY 20/21 budget for overall Town Charter compliance.

### **Fiscal Impact/Analysis**

Three of the five Town funds (Transportation, Debt Service, and Solid Waste) need no revision as no allocation centers (Departments or line-item) exceeded budget. The only funds which need to be addressed are the General Fund and the Capital Projects fund.

Within the General Fund, six departments require a budgeted line-item adjustment to “true-up” between offsetting revenue and expenditure accounts. The impacted departments are: 1) Legislative, 2) Town Attorney, 3) Building - Permitting Services, 4) Code Enforcement/Zoning Services, 5) Planning Services and 6) Non-Departmental, respectively.

Legislative expenditures were higher due to the continued success of Scholarship Education Advisory Board (SEAB) fund raising revenues exceeding budget expectations resulting in an offsetting higher amount of scholarship awards permissible (\$19,875). Town Attorney expenditures were primarily higher due to greater code enforcement recoveries received (\$37,145). Building - Permitting Services Department expenditures were much higher due to regulatory and/or contractual costs associated with increased new construction, permitting and inspection activities continuing even under a Covid-19 environment (\$823,090). This expense was offset by increased revenues received. Code Enforcement/Zoning Services also had higher unanticipated expenditures (\$84,006) due to increased zoning services rendered also resulting in greater zoning permit fees. Planning Services, which are mostly fully cost recoverable, were higher (\$7,545) due to increased public hearings assistance and related services performed throughout the fiscal year. Finally, a Non-Departmental department transfer to capital projects fund, in the amount of \$22,107, is necessary to reimburse the Capital projects fund for unanticipated emergency public safety fire modular expenses incurred throughout the fiscal year. The impact of all the aforementioned increased expenditures of \$993,769 net (\$1,335,307 - \$341,438) is offset by much greater increased net revenues, as discussed further below, resulting in a favorable net increase of \$341,538 to the Non-Departmental department contingency account which also will favorably increase the Town’s unassigned General Fund fund balance (reserves).

Fortunately, most revenue collected and accounts receivables pertaining to General Fund revenues also exceeded budgetary expectations. By adjusting for these unexpected increases or **decreases** in code enforcement\lien recovery (\$507,914), building – permitting fees (\$1,106,723), code enforcement\zoning permit fees (\$84,728), planning fees (\$31,696), contributions/donations for education/scholarships (\$19,875), and upon favorably adjusting the current budget appropriated fund balance (**\$415,629**) to \$0, the above mentioned departmental expenditures are balanced and also eliminates the need for utilization of any unassigned General Fund Fund Balance (reserves) during FY 2020/2021. **Therefore, this resolution increases the total current budget of the General Fund for Fiscal Year 2020 /2021 by \$1,335,307.**

Within the Capital Projects Fund, one individual and unanticipated emergency capital project to our public safety fire control modular line-item required expenditures in the amount of \$22,107. Accordingly, an equal and offsetting revenue transfer from the general fund is necessary to provide for appropriate budgetary funding. **Therefore, this resolution also increases the total current budget of the Capital Projects Fund for Fiscal Year 2020 / 2021 by \$22,107.**

Additionally, it is a pleasure to budgetarily report that as of fiscal year end September 30<sup>th</sup>, 2021, the Town has;

1. Recovered almost 100% of its Covid-19 pandemic expenses, amounting to approximately \$95,053, from both the Broward CARES Act and Florida Department of Law Enforcement – Coronavirus Emergency Fund.
2. Received \$1,992,646 in advance funding (or 50% of our \$3,985,292 in total allotment) for American Rescue Plan Act eligible expenditures.

**Staff Contact:**

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

**ATTACHMENTS:**

Description	Upload Date	Type
FYE 2021 Year-End Budget Adjustment Resolution	10/29/2021	Resolution
FYE 21 Budget Amend Worksheet-Exhibit A	11/10/2021	Exhibit

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**RESOLUTION NO. 2022 - xxxx**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A YEAR END BUDGET ADJUSTMENT FOR THE FISCAL YEAR 2020-2021 BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on September 29, 2020, pursuant to Ordinance No. 2020-007, the Town Council approved and adopted the fiscal year 2020/2021 budget; and

**WHEREAS**, State law and the Town's Ordinance adopting the fiscal year 2020/2021 budget provides for the adjustment of the approved and adopted budget Ordinance via a Resolution; and

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

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

**WHEREAS**, in accordance with the external auditor requirements, and sound budgetary process, year-end budget adjustments are necessary within 60 days of fiscal year end in order to balance the Fiscal Year (FY) 2020/2021 Budget to comply with Florida State Statutes; and

**WHEREAS**, The Town Council has determined that it is desirable to adjust the Fiscal Year 2020/2021 Adopted Budget to account for variances in actual expenditures and revenues in relation to the current Fiscal Year 2020/2021 Budget;

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

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

**Section 2: Authorization.** The Town Council of the Town of Southwest Ranches does hereby approve the year-end budget adjustment for Fiscal Year 2020/2021 as attached hereto and incorporated herein by reference as Exhibit "A".

**Section 3: Effective Date.** This Resolution shall become effective immediately upon its adoption and retroactive for budget Year 2020/2021.

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

Ranches, Florida, this 18<sup>th</sup> day of November, 2021 on a motion by

Council Member and seconded by Council Member.

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

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

\_\_\_\_\_  
Steve Breitkreuz, Mayor

ATTEST:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith M. Poliakoff, J.D., Town Attorney  
37740176.1



**EXHIBIT A**

**TOWN OF SOUTHWEST RANCHES  
Fiscal Year End 2020 / 2021 BUDGET ADJUSTMENTS**

**GENERAL FUND**

<i>General Fund Revenue</i>	<b>FY 20/21 Current Budget</b>	<b>Budget Change- Increase/ (Decrease)</b>	<b>FY 20/21 Revised Current Budget</b>	<b>Explanation</b>
Code Enforcement\Lien Recovery	125,000	507,914	632,914	Greater than anticipated Code/Legal Lien recoveries
Building - Permitting Fees	937,576	1,106,723	2,044,299	Town permitting/inspection fees much higher than anticipated
Code Enforcement\Zoning Permit Fees	80,000	84,728	164,728	Zoning fees much higher than originally anticipated
Planning Fees	74,000	31,696	105,696	Higher Public Hearings than anticipated-full cost recovery
Contrib/Donations-Educ/Scholarships	20,000	19,875	39,875	Higher SEAB contributions received than budgeted (\$39,875-\$20,000)
Appropriated Fund Balance	415,629	(415,629)	0	Full reduction in anticipated utilization of GF Fund Balance
		<b>\$1,335,307</b>		<b>Total increase to budgeted revenues (net)</b>
<i>General Fund Department</i>	<b>FY 20/21 Current Budget</b>	<b>Budget Change- Increase/ (Decrease)</b>	<b>FY 20/21 Revised Current Budget</b>	<b>Explanation</b>
Legislative	176,587	19,875	196,462	Increased aid available for Scholarships (see above GF Educ/Scholarship revenues)
Town Attorney	525,000	37,145	562,145	Primarily higher due to greater Code Enforcement recoveries rec'd per above
Building - Permitting Services	700,000	823,090	1,523,090	Building permit processing costs offset by increased revs per above
Code Enforcement\Zoning Services	302,016	84,006	386,022	Zoning permit costs higher than originally budgeted-offset by increased revs above
Planning Services	123,000	7,545	130,545	Increased public hearings (full cost recovery per above) and town planning
Non-Departmental: Trf to Cap Projects Fd	0	22,107	22,107	Tfr needed for unanticipated emergency PS-Fire modular costs incurred in Cap Proj Fd.
Non-Departmental: Contingency	91,123	341,538	432,661	Favorable increase to contingency/GF Fund Balance (reserves)
		<b>\$1,335,307</b>		<b>Total increase to budgeted expenditures (net)</b>

**CAPITAL PROJECTS FUND**

<i>Capital Projects Fund Revenue</i>	<b>FY 20/21 Current Budget</b>	<b>Budget Change- Increase/ (Decrease)</b>	<b>FY 20/21 Revised Current Budget</b>	<b>Explanation</b>
Transfer from General Fund	0	22,107	22,107	GF Tfr for unanticipated emergency Public Safety-Fire modular expenses
		<b>\$22,107</b>		<b>Total increase to budgeted revenues (net)</b>
<i>Capital Projects Fund</i>	<b>FY 20/21 Current Budget</b>	<b>Budget Change- Increase/ (Decrease)</b>	<b>FY 20/21 Revised Current Budget</b>	<b>Explanation</b>
Fire Control Modular capital improvement	0	22,107	22,107	Unanticipated emergency Public Safety-Fire modular expenses incurred
		<b>\$22,107</b>		<b>Total increase to budgeted expenditures (net)</b>

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

**(954) 434-0008 Town Hall**  
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**Town Council**  
**Steve Breitkreuz, Mayor**  
**Bob Hartmann, Vice Mayor**  
**Jim Allbritton, Council Member**  
**Gary Jablonski, Council Member**  
**David Kuczenski, Council Member**

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

## **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Breitkreuz and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Russell Muniz, Assistant Town Administrator/Town Clerk  
**DATE:** 11/18/2021  
**SUBJECT:** Zoning Fee Schedule Amendment

---

### **Recommendation**

Town Council consideration for a motion to approve the resolution.

### **Unanimous Vote of the Town Council Required?**

No

### **Strategic Priorities**

A. Sound Governance

### **Background**

A component of Zoning Plan review for new single family residences involves reviewing landscaping and irrigation systems to ensure that appropriate landscaping material is installed and maintained. This review is performed by a subcontractor working through the agreement the Town has with JA Medina LLC. This revision to the fee schedule is necessary to provide a mechanism for JA Medina LLC to charge for and pay the subcontractor for this service.

### **Fiscal Impact/Analysis**

No fiscal impact to the Town as the cost recovery arrangement the Town currently has with our zoning provider JA Medina, LLC allows these costs to be collected by the Town and payable to JA Medina, LLC. Payments of JA Medina, LLC invoices are placed in the designated file slot located in the Town Clerk department.

### **Staff Contact:**

Russell Muniz, Assistant Town Administrator/Town Clerk

**ATTACHMENTS:**

Description	Upload Date	Type
Revised Zoning Fees Schedule Reso-TA Approved	11/9/2021	Resolution
Revised Zoning Fees Schedule - Exhibit A	11/9/2021	Exhibit

**RESOLUTION NO. 2022 - XXX**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING RESOLUTION NO. 2014-054 TO ESTABLISH A REVISED COMPREHENSIVE FEE SCHEDULE FOR DEVELOPMENT AND PERMIT REVIEW FEES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on April 12, 2001, pursuant to Resolution No. 2001-046, the Town Council established a fee schedule for cost recovery of development and permit review fees; and

**WHEREAS**, on December 6, 2007, pursuant to Resolution No. 2008-018, the Town Council revised the base cost for development and permit review fees; and

**WHEREAS**, Ordinance 2011-02 establishes that permit fees are set by Resolution of the Town Council; and

**WHEREAS**, this Resolution seeks to revise the fee schedule for development and review permits to reflect the costs associated with performing reviews of landscaping and irrigation systems; and

**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 amends Resolution 2014-054 to establish a revised comprehensive fee schedule for development and permit review fees, as specifically delineated in Exhibit "A". Said revised fees shall become effective immediately.

**Section 3.** That this Resolution shall become effective on its passage and adoption.

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

Ranches, Florida, this 18th day of November, 2021 on a motion by

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

Breitkreuz \_\_\_\_\_  
Hartmann \_\_\_\_\_  
Allbritton \_\_\_\_\_  
Jablonski \_\_\_\_\_  
Kuczenski \_\_\_\_\_

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

\_\_\_\_\_  
Steve Breitkreuz, Mayor

Attest:

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

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, Town Attorney  
1001.748.01

Exhibit A

<b>ZONING PERMIT FEES BY TYPE</b>	<b>PERMIT FEE</b>	<b>RESUBMISSION FEE</b>
New Single Family Home	\$550.00	\$150.00
Guest House	\$400.00	\$100.00
Residential Addition	\$505.00	\$100.00
Certificate of Conformity	\$150.00	\$100.00
Detached Ancillary Building	\$140.00	\$100.00
Prefab Shed (Built At-Grade with No Fill)	\$75.00	\$30.00
Driveways / Walkways	\$135.00	\$35.00
Enclosure on Existing Slab	\$185.00	\$35.00
Fences, Walls	\$132.00	\$100.00
Interior Remodeling	\$200.00	\$100.00
Lighting	\$200.00	\$100.00
Mobile Home (SFR Under Construction)	\$225.00	\$100.00
Non-Residential	\$490.00	\$150.00
Commercial Outdoor Event / Wayside Stands, First Time	\$265.00	\$100.00
Commercial Outdoor Event / Wayside Stands, Recurrent	\$225.00	\$60.00
Residential Outdoor Event / Wayside Stands, First Time	\$110.00	\$30.00
Residential Outdoor Event / Wayside Stands, Recurrent	\$25.00	\$0.00
Signs, Free Standing	\$440.00	\$120.00
Signs, Wall or Fence Mounted	\$225.00	\$100.00
Slabs, Patio, Sport Courts	\$125.00	\$100.00
Small Scale Structures (Generators and Awnings, Etc.)	\$84.00	\$30.00
Swimming Pool	\$367.00	\$100.00
Deck (If Part of Pool)	\$34.00	\$0.00
Fence (If Part of Pool)	\$68.00	\$20.00
Tree Removal / Tree Relocation (If Not Mandatory)	\$170.00	\$170.00
Clearing	\$629.91	\$135.00
Landscaping/Irrigation	\$340.00	\$100.00

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

Thursday 7:00 PM

August 17, 2021

13400 Griffin Road

Present:

Mayor Steve Breitkreuz

Andrew Berns, Town Administrator

Vice Mayor Bob Hartmann

Russell Muñiz, Assistant Town Administrator/Town Clerk

Council Member Jim Allbritton

Martin D. Sherwood, Town Financial Administrator

Council Member Gary Jablonski

Keith Poliakoff, Town Attorney

Council Member David Kuczenski

Fiscal Year 2022 Budget Workshop 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 Breitkreuz at 7:04 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

**3. Presentation – Proposed Fiscal Year 2021-2022 Budget**

Mayor Breitkreuz opened the workshop and turned it over to Town Administrator Berns who provided an overview of the budget process for the upcoming fiscal year. He advised the budget is a balanced budget and tonight's presentation will provide a more detailed understanding.

Town Financial Administrator Sherwood and Town Controller Rich Strum presented the PowerPoint presentation summarizing the proposed Fiscal Year 2021-2022 Budget.

Mayor Breitkreuz thanked all staff, boards and volunteers with their assistance during the budget process. He then turned the floor over to Council Member Jablonski.

Council Member Jablonski provided a brief history of the surplus budget and his discussions with Town Administrator Berns and Town Financial Administrator Sherwood. He wanted to know how much he could utilize without any financial impact to the Town. Between Town Administrator Berns and Town Financial Administrator Sherwood, they identified a non-surtax drainage project which is approximately \$650,000. Since there are right-of-way issues to be resolved with the drainage project, some of those funds (approximately \$400,000) could be utilized as a one-time only subsidy to be given back to the residents to offset the Fire Assessment Fee increase. Council Member Jablonski then spoke about the Town applying for a grant from the Broward County Surtax Funds (MAP) and possible State of Florida grants. He asked Town Administrator Berns what the impact reduction to the residents would be and Town Administrator Berns stated the Fire Assessment Fee would go from \$764.46 to \$667.23 which would be an increase of \$40.00 to the residents. Council Member Jablonski asked for Council Member input.

Vice Mayor Hartmann asked if the Town Council could use the full amount of \$640,000 from the general fund to take the increase down to zero. Council Member Jablonski stated they could, but he was hesitant to do that without making sure the Town received the grant monies from Broward County or the State of Florida to fund the drainage project. In the end, Vice Mayor Hartmann liked the idea.

Mayor Breitkreuz thanked Council Member Jablonski for his idea and he indicated his support however, he was hesitant to commit \$400,000 and come up short next year which would impact the residents again. He asked Council member Jablonski what the numbers would be if they applied \$300,000 instead. Mayor Breitkreuz was concerned the millage rate and fire assessment fees will still be high in the upcoming year. Town Administrator Berns stated at \$306,000 the fire fee would be \$690, to which Mayor Breitkreuz stated he was much more comfortable with that number.

Council Member Kuczenski thought this was a great idea as well. He recalled the Town Council subsidized barn fire fees in 2020 and he was hesitant in making a subsidy to the residents a recurring issue. He then asked how critical the drainage project was, as the flooding in 2020 with the rains were devastating. Council Member Jablonski advised since the drainage project would take about 18 months to complete due to right-of-way issues, that is why it was identified as usable funds. Council Member Kuczenski supported Mayor Breitkreuz's amount suggestion to which Council Member Jablonski was in agreement with as well. Vice Mayor Hartmann also indicated his agreement with utilizing \$306,000 instead of \$400,000.

Council Member Allbritton also believed the increase in fire calls to residences is due to residents still working from home and will continue to do so in the upcoming year. He asked Council Member Jablonski what it would take to resolve the drainage right-of-way issues. Council Member Jablonski stated that the Town cannot use public dollars on private property. The Town would have to have the residents who own the right-of-way problem areas, release those areas to the Town. Council Member Allbritton inquired if there are any residents that may not agree to releasing their right-of-way, to which Town Administrator Berns stated there aren't any right-of-way issues that cannot be readily resolved and if the Town goes ahead with the compromise being discussed, it will allow the Town to keep moving forward from a design and planning standpoint that would see substantial progress within the year. Public Works Director/Town Engineer Rod Ley clarified the right-of-way issues to the Town Council and echoed Town Administrator Bern's statement there should be no problems resolving the rights-of-way issues.

Town Administrator Berns asked for guidance from the Town Council on what they would like to do. Mayor Breitkreuz along with the Town Council supported utilizing the \$306,000 subsidy to the residents.

#### **4. Adjournment**

Meeting was adjourned at 8:07 p.m.

*Respectfully submitted:*

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*Russell Muñiz, Assistant Town Administrator/Town Clerk*

*Adopted by the Town Council on this 14<sup>th</sup> day of October, 2021*

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*Steve Breitkreuz, 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.

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**FIRST BUDGET HEARING MINUTES OF THE TOWN COUNCIL  
Southwest Ranches, Florida**

Thursday 6:00 PM

September 13, 2021

13400 Griffin Road

Present:

Mayor Steve Breitkreuz

Andrew Berns, Town Administrator

Vice Mayor Bob Hartmann

Russell Muñiz, Assistant Town Administrator/Town Clerk

Council Member Jim Allbritton

Martin D. Sherwood, Town Financial Administrator

Council Member Gary Jablonski

Keith Poliakoff, Town Attorney

Council Member David Kuczenski

First Budget Public Hearing of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Council Chambers. The hearing, having been properly noticed, was called to order by Mayor Breitkreuz at 6:04 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

**3. Administrator Comments**

Town Administrator Berns advised this was the first budget hearing and that a second and final hearing would be held on September 23<sup>rd</sup> at 6 pm. He indicated that a presentation illustrating the proposed budget would be provided by Town Financial Administrator Sherwood. He further advised that the final solid waste assessment and fire assessment rates would be approved this evening. He thanked the Town Council, the Town Advisory Boards, residents, and staff for their input and efforts throughout the process.

**4. Presentation by Finance**

Town Financial Administrator Sherwood presented. He thanked his staff and advised residents the presentation has been uploaded to the Town's website for viewing. He then presented the PowerPoint presentation which illustrated the Town's final solid waste assessments based on lot sizes which reflected no proposed increases, a fire assessment of \$690.00 for residential properties with a combined category rate for Commercial, Institutional, and Industrial/Warehouse of \$0.8314 per square foot based on the new fire methodology report and a total proposed millage rate of 4.2500.

**Millage Rate and Budget Hearing**

**Resolutions**

**5.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, RELATING TO THE PROVISION OF SOLID WASTE SERVICES, FACILITIES AND PROGRAMS TO RESIDENTIAL PROPERTIES IN THE TOWN OF SOUTHWEST RANCHES, FLORIDA FOR FY 2021-2022 COMMENCING OCTOBER 1, 2021; PROVIDING AUTHORITY FOR SOLID WASTE SERVICES ASSESSMENTS; PROVIDING PURPOSE AND DEFINITIONS; PROVIDING FINDINGS; INCORPORATING THE SOLID WASTE SPECIAL ASSESSMENT METHODOLOGY REPORT; PROVIDING FOR AN EXEMPTION FOR VETERAN'S SERVICE-CONNECTED TOTAL AND PERMANENT DISABILITY; APPROVING THE ASSESSMENT ROLL; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Vice Mayor Hartmann and seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Member Allbritton, Council Member Jablonski, Council Member Kuczenski, Vice Mayor Hartmann and Mayor Breitreuz voting Yes.

**MOTION: TO APPROVE THE RESOLUTION.**

**6.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA PROVIDING FINDINGS; PROVIDING PURPOSE; PROVIDING FOR PROVISION AND FUNDING OF FIRE PROTECTION SERVICES; PROVIDING FOR IMPOSITION AND COMPUTATION OF FIRE PROTECTION ASSESSMENTS; PROVIDING LEGISLATIVE DETERMINATIONS OF SPECIAL BENEFIT AND FAIR APPORTIONMENT; APPROVING THE FINAL FIRE SERVICES ASSESSMENT RATES AND FINAL ROLL RELATING TO THE PROVISION OF FIRE PROTECTION SERVICES, FACILITIES AND PROGRAMS IN THE TOWN FOR FISCAL YEAR 2021-22; CONFIRMING AN EXEMPTION FOR VETERAN'S WITH SERVICE-CONNECTED TOTAL AND PERMANENT DISABILITY; PROVIDING FOR EFFECT OF ADOPTION OF RESOLUTION; PROVIDING FOR APPLICATION OF ASSESSMENT PROCEEDS; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Council Member Jablonski and seconded by Vice Mayor Hartmann and passed by a 5-0 roll call vote. The vote was as follows: Council Member Allbritton, Council Member Jablonski, Council Member Kuczenski, Vice Mayor Hartmann and Mayor Breitreuz voting Yes.

**MOTION: TO APPROVE THE RESOLUTION.**

**Tentative Millage Rate Resolution**

Tentative Millage Rate Resolution

**7.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING AND ADOPTING THE TENTATIVE MILLAGE RATE FOR TAXATION OF REAL PROPERTY LYING WITHIN THE BOUNDARIES OF THE TOWN OF SOUTHWEST RANCHES FOR THE 2021-2022 FISCAL YEAR, COMMENCING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The following motion was made by Vice Mayor Hartmann and seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Member Allbritton, Council Member Jablonski, Council Member Kuczenski, Vice Mayor Hartmann and Mayor Breitreuz voting Yes.

**MOTION: TO APPROVE THE RESOLUTION.**

Ordinance-1<sup>st</sup> Reading

**8.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE BUDGET OF THE TOWN OF SOUTHWEST RANCHES FOR FISCAL YEAR 2021-2022, COMMENCING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; PROVIDING FOR A BUDGET BASIS; PROVIDING FOR EXPENDITURE OF FUNDS; PROVIDING FOR CARRYOVER OF FUNDS; PROVIDING FOR NOTICE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND, PROVIDING FOR AN EFFECTIVE DATE.

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

**MOTION: TO APPROVE THE ORDINANCE ON FIRST READING.**

**9. Adjournment**

Meeting was adjourned at 6:48 p.m.

*Respectfully submitted:*

*Russell Muñiz, Assistant Town Administrator/Town Clerk*

*Adopted by the Town Council on this 18<sup>th</sup> day of November, 2021.*

*Steve Breitzkreuz, 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.

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

Thursday 7:30 PM

September 13, 2021

13400 Griffin Road

Present:

Mayor Steve Breitkreuz

Andrew Berns, Town Administrator

Vice Mayor Bob Hartmann

Russell Muñiz, Assistant Town Administrator/Town Clerk

Council Member Jim Allbritton

Martin D. Sherwood, Town Financial Administrator

Council Member Gary Jablonski

Richard DeWitt, Assistant Town Attorney

Council Member David S. Kuczenski

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 Breitkreuz at 7:37 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

**Quasi-Judicial Hearing**

**5353 Hancock Road Waiver of Plat**

**3.** A RESOLUTION AND FINAL ORDER OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING WAIVER OF PLAT APPLICATION NO. WP-32-21 TO SUBDIVIDE 4.866 GROSS ACRES OF PROPERTY INTO TWO LOTS OF 2.003 AND 2.863 NET ACRES; GENERALLY LOCATED ON THE WEST SIDE OF HANCOCK ROAD APPROXIMATELY 1,600 FEET SOUTH OF EAST PALOMINO DRIVE; COMPRISING PORTIONS OF TRACTS 39 AND 40 OF "THE EVERGLADES SUGAR AND LAND CO. SUBDIVISION OF SECTION 34, TOWNSHIP 50 SOUTH, RANGE 40 EAST", ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 152 OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, AND ADJOINING LAND AS MORE PARTICULARLY DESCRIBED IN EXHIBIT "A" HERETO; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO PROPERLY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR RECORDATION; AND PROVIDING AN EFFECTIVE DATE. **{TABLED FROM JULY 29, 2021 MEETING}**

The following motion was made by Council Member Jablonski, seconded by Council Member Kuczenski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann, and Mayor Breitkreuz voting yes.

**MOTION: TO APPROVE SUBJECT TO ALLOWING THE PROPERTY OWNER TO TAKE TITLE IN INDIVIDUAL PROPERTY OWNER'S NAMES, CORRECTION OF SCRIVENORS ERROR IN SECTION 2 REFLECTING THE CORRECT DATE OF THE PUBLIC HEARING BEING SEPTEMBER 13, 2021 AND NO SALE OF PROPERTY FOR 36 MONTHS AFTER DEED HAS CHANGED.**

**4. Public Comment**

The following members of the public addressed the Town Council: Beth Pilgrim, and George Cailis.

## 5. Board Reports

Jason Halberg, Chair of the Comprehensive Plan Advisory Board spoke about the Zoning In Progress that the Town Council enacted to allow the Board to review the term "Net Acre" in the Unified Land Development Code (ULDC). The intent of the revision to the ULDC would be to exclude certain powerline transmission easements, surface water management areas, and drainage easements for the purpose of preserving open space. The Board completed this review at their last meeting. A draft ordinance encompassing the Board's recommendation has been sent back to the Town for its review. He indicated that the Board was also working with Town Planner Jeff Katims on regulations to help minimize the impact of new residential developments.

## 6. Council Member Comments

Council Member Jablonski announced that the Broward County Property Appraiser's Office would be performing outreach at Town Hall on September 20<sup>th</sup>, the DMV FLOW program by appointment only would be on hand September 22<sup>nd</sup>, and indicated that the Second Budget Hearing would be held at 6 pm on September 23<sup>rd</sup>. He also mentioned that the Country Estates Park design contest was under way and entries needed to be submitted by November 15<sup>th</sup>. He also addressed resident concerns about security during advisory board meetings. He advised that a Davie police officer will be on hand towards the end of the advisory board meeting on designated evenings to provide "enhanced security."

Lastly, he talked about neighborhood grants and wondered if the Town should continue to fund the Neighborhood Beautification Grant and Safety Grant as has been done in prior years. Mayor Breitreuz felt that the beautification grants were great for the community. Council Member Jablonski advised that the Town still had over \$70,000 available in the Town's forfeiture fund and felt that some of that could be allocated. Mayor Breitreuz felt that these programs were fantastic but with many unknowns about the future the Town needed to remain fiscally conservative and keep limits on these grant awards. Mayor Breitreuz mentioned that there were two different civic associations that wished to complete two different projects using Town grants. He felt the timing might be perfect as the Town was just concluding a fiscal year in which no grant awards were made and the Town was also entering into another fiscal year that the grant funding was being budgeted for. Vice Mayor Hartmann concurred as he had discussed the requests with the presidents of both civic associations, and while one is ready to start their project immediately the other association will not be ready until January. Council Member Kuczenski advised that he was aware a third civic association would be seeking some funding as well. Town Administrator Berns confirmed that the Town does budget \$5,000 each fiscal year for these grants and that there is a 50% match requirement, and that "sweat equity" could also be considered. He advised that should the Town receive three applications for funding he would certainly bring the request back to the Town Council to consider allocating additional funds to fund the grant requests. He recommended this course of action rather than allocating funding for all three requests at this time.

Council Member Allbritton thanked everyone involved with the Town's September 11<sup>th</sup> Memorial event. He advised that he was trying to establish a civic association for Green Meadows. He also provided an update on data he received regarding COVID, the number of deaths in the United States had now surpassed 670,000. He urged everyone to wear masks.

Vice Mayor Hartmann spoke of the budget process and how smooth it went. He thanked Town staff for their efforts and summarized that taxes have essentially remained flat over last year with a small \$60 increase in the fire fee. He also spoke about a recent report issued by the Office of Inspector General after reviewing our website for compliance with meeting notification requirements. He recognized Assistant Town Administrator/Town Clerk Muñiz and his team for ensuring compliance with the County meeting notification requirements for Town Council and advisory board meetings. He also reminded those who would be attending the Broward Water Leader's Academy that it was scheduled for Friday September 15<sup>th</sup>. He recognized Town resident Louis Gregory for his involvement with the September 11<sup>th</sup> Memorial event. He also discussed social media posts concerning the coyote problem here in Town. He was unsure what options the Town had to address this problem. Mayor Breitzkreuz acknowledged that this was a serious problem in Town and affecting our rural lifestyle. Council Member Jablonski also acknowledged this Town-wide problem. He did not want people running around Town with firearms trying to eliminate the coyotes. He thought that a state certified trapper might be effective. After further discussion, the Town Council directed Town Administrator Berns to get more information on options available to address this situation.

Vice Mayor Hartmann continued his comments and addressed the security proposal raised by Council Member Jablonski for advisory board meeting nights. He had a concern with taking a patrol officer off of the streets. He felt that it might be a viable stop gap measure but did not think it was a wise long-term solution. He felt that safety and security might be better achieved through better lighting in the parking lot or some other available measures.

Council Member Kuczenski urged residents who have yet to be vaccinated to get the vaccine. He cited a statistic from Local 10 news which stated that 33,000 COVID-19 cases were reported in the last week. He spoke of a friend of his from law school that recently passed from this virus. He also spoke of a drainage project in Country Estates that will have a bid opening on September 17<sup>th</sup> and a road paving project in Sunshine Ranches and other roads that will have a bid closing on September 28<sup>th</sup>. He mentioned his concern with the coyote problem and also wanted to explore alternatives. He spoke of the Town's involvement with the property adjacent to George Cailis and was satisfied with the result. He thanked Town staff, the Town Council, and Town Attorney Poliakoff for their efforts to help resolve the nuisance that had occurred. He spoke of his nephew that recently passed due to an accidental discharge of his firearm and thanked the Town Council, and staff that expressed their condolences for his loss. He hoped that the Sunshine Ranches HOA could offer a firearm safety course for residents when in person meetings resumed.

Mayor Breitzkreuz thanked all involved in helping resolve the nuisance occurring adjacent to the Cailis residence. Regarding the safety issue for the advisory boards, he did not feel it was an issue to have the Davie Police offering this assistance. He felt it probably should have been occurring all along. He thanked everyone involved with the September 11<sup>th</sup> Memorial event. He mentioned that School Board Member Donna Korn had attended the event and he wanted to thank her for her attendance. Lastly, he spoke about an email he received from Madison Sullivan and read an excerpt from that email in which she expressed her appreciation for growing up in Southwest Ranches and what makes it special to her.

## 7. Legal Comments

Assistant Town Attorney DeWitt offered no legal comments.

## 8. Administration Comments

Town Administrator Berns announced that an executive session needed to be scheduled for Monday September 20<sup>th</sup> at 6 pm to discuss pending litigation related to the Nancy Meyer case and the case against Pembroke Pines.

### **Ordinances – 2<sup>nd</sup> Reading**

9. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE TEN-YEAR WATER SUPPLY FACILITIES WORK PLAN (“WSFWP”) AND ADOPTING IMPLEMENTING AMENDMENTS TO THE GOALS, OBJECTIVES AND POLICIES OF THE UTILITIES ELEMENT AND CAPITAL IMPROVEMENTS ELEMENT OF THE TOWN OF SOUTHWEST RANCHES COMPREHENSIVE PLAN; AUTHORIZING TRANSMITTAL OF THE TEN-YEAR WSFWP AND RELATED COMPREHENSIVE PLAN AMENDMENTS TO REVIEWING AGENCIES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE. (APPLICATION NO. PA-20-3) **{Approved on First Reading - January 28, 2021} (TABLED FROM JULY 29, 2021 MEETING) {STAFF REQUESTING A TABLING TO SEPTEMBER 23, 2021}**

The following motion was made by Council Member Jablonski, seconded by Vice Mayor Hartmann and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann, and Mayor Breitkreuz voting yes.

**MOTION: TO TABLE THE ORDINANCE TO SEPTEMBER 23, 2021.**

10. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ESTABLISHING A PERMANENT RESIDENCY REQUIREMENT TO BE APPOINTED TO SERVE AS A VOTING MEMBER ON A TOWN BOARD; CREATING SECTION 2-95 OF THE TOWN’S CODE OF ORDINANCES ENTITLED “PERMANENT RESIDENCY REQUIREMENT”; PROVIDING FOR INCLUSION IN THE TOWN’S CODE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. {Approved on First Reading - August 26, 2021}

The following motion was made by Council Member Kuczenski, seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann, and Mayor Breitkreuz voting yes.

**MOTION: TO APPROVE THE ORDINANCE.**

### **Ordinances – 1<sup>st</sup> Reading**

11. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA; AMENDING THE TOWN OF SOUTHWEST RANCHES UNIFIED LAND DEVELOPMENT CODE (“ULDC”),” ARTICLE 45, “AGRICULTURAL AND RURAL DISTRICTS,” SECTION 045-030, “GENERAL PROVISIONS” TO REGULATE THE LOCATION OF NEW BUSINESSES ENGAGED IN COMMERCIAL RETAIL SALES OF PLANTS ON PLOTS AND PORTIONS OF PLOTS THAT ARE NOT FARMS (NO AGRICULTURAL PROPERTY TAX CLASSIFICATION) AND TO PROVIDE FOR NONCONFORMING USES; PROVIDING

FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE. **{Second Reading - September 23, 2021}**

The following motion was made by Council Member Jablonski, seconded by Council Member Allbritton and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann, and Mayor Breitreuz voting yes.

**MOTION: TO APPROVE THE ORDINANCE.**

**12.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA; AMENDING THE TOWN OF SOUTHWEST RANCHES UNIFIED LAND DEVELOPMENT CODE ("ULDC"), ARTICLE 45, "AGRICULTURAL AND RURAL DISTRICTS," 045-030, "GENERAL PROVISIONS" BY CREATING SUBSECTION (X) TO PROHIBIT THE CONVERSION OF A SINGLE-FAMILY DWELLING FOR NONRESIDENTIAL USE WITHOUT FIRST OBTAINING A SPECIAL EXCEPTION USE PERMIT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE. **{Second Reading - September 23, 2021}**

The following motion was made by Council Member Kuczenski, seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann, and Mayor Breitreuz voting yes.

**MOTION: TO APPROVE THE ORDINANCE.**

### **Resolutions**

**13.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA PIGGYBACKING ONTO THE PROCURED AGREEMENT BETWEEN BERGERON EMERGENCY SERVICES, INC. AND THE TOWN OF DAVIE TO PROVIDE DISASTER DEBRIS MANAGEMENT & REMOVAL SERVICES; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ENTER INTO AN AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Vice Mayor Hartmann, seconded by Council Member Allbritton and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann, and Mayor Breitreuz voting yes.

**MOTION: TO APPROVE THE RESOLUTION.**

**14.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, PIGGYBACKING ONTO THE PROCURED AGREEMENT BETWEEN THE TOWN OF DAVIE, FLORIDA AND WITT O'BRIEN'S, LLC FOR DISASTER, DEBRIS MONITORING SERVICES AND FINANCIAL RECOVERY ASSISTANCE; WAIVING ANY AND ALL PROCUREMENT CODE REQUIRMENTS THAT MAY BE IN CONFLICT; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY, TO ENTER INTO THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Council Member Jablonski, seconded by Council Member Kuczenski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann, and Mayor Breitzkreuz voting yes.

**MOTION: TO APPROVE THE RESOLUTION.**

**15. Adjournment**

Meeting was adjourned at 9:06 p.m.

*Respectfully submitted:*

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*Russell Muñiz, Assistant Town Administrator/Town Clerk*

*Adopted by the Town Council on this 18<sup>th</sup> day of November 2021*

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*Steve Breitzkreuz, 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.

**SECOND BUDGET HEARING MINUTES OF THE TOWN COUNCIL  
Southwest Ranches, Florida**

Thursday 6:00 PM

September 23, 2021

13400 Griffin Road

Present:

Mayor Steve Breitkreuz

Andrew Berns, Town Administrator

Vice Mayor Bob Hartmann

Russell Muñiz, Assistant Town Administrator/Town Clerk

Council Member Jim Allbritton

Martin D. Sherwood, Town Financial Administrator

Council Member Gary Jablonski

Keith Poliakoff, Town Attorney

Council Member David S. Kuczenski

Second Public Budget Hearing of the Town Council of Southwest Ranches was held 13400 Griffin Road in the Southwest Ranches Council Chambers. The meeting, having been properly noticed, was called to order by Mayor Breitkreuz at 6:06 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

**3. Administration Comments**

Town Administrator Berns welcomed the Town Council, Town staff and residents to the meeting and thanked Town Financial Administrator Sherwood and his staff for all their hard work. He then read the legal disclaimer into the record which outlined the budget process.

**4. Presentation by Finance**

Town Financial Administrator Sherwood and Town Controller Richard Strum narrated a PowerPoint presentation and advised the residents the presentation had been uploaded to the Town website for viewing.

**Millage Rate and Budget Resolution**

**Resolutions**

**5.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING AND ADOPTING THE FINAL MILLAGE RATE FOR TAXATION OF REAL AND PERSONAL PROPERTY LYING WITHIN THE BOUNDARIES OF THE TOWN OF SOUTHWEST RANCHES FOR THE 2021-2022 FISCAL YEAR, COMMENCING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

The following motion was made by Council Member Jablonski, seconded by Vice Mayor Hartmann and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitkreuz voting yes.

**MOTION: TO APPROVE THE RESOLUTION.**

**Ordinance - 2nd Reading**

**6.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE BUDGET OF THE TOWN OF SOUTHWEST RANCHES FOR THE FISCAL YEAR 2021-2022,

COMMENCING OCTOBER 1, 2021 AND ENDING SEPTEMBER 20, 2022; PROVIDING FOR A BUDGET BASIS; PROVIDING FOR EXPENDITURE OF FUNDS; PROVIDING FOR CARRYOVER OF FUNDS; PROVIDING FOR NOTICE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND, PROVIDING FOR AN EFFECTIVE DATE. {Approved on First Reading, September 13, 2021}

The following motion was made by Council Member Jablonski, seconded by Vice Mayor Hartmann and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitkreuz voting yes.

**MOTION: TO APPROVE THE ORDINANCE ON SECOND READING.**

**7. Adjournment**

Meeting was adjourned at 6:23 p.m.

*Respectfully submitted:*

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*Russell Muñiz, Assistant Town Administrator/Town Clerk*

*Adopted by the Town Council on this day of November 18, 2021*

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*Steve Breitkreuz, 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

September 23, 2021

13400 Griffin Road

Present:

Mayor Steve Breitkreuz

Andrew Berns, Town Administrator

Vice Mayor Bob Hartmann

Russell Muñiz, Assistant Town Administrator/Town Clerk

Council Member Jim Allbritton

Martin D. Sherwood, Town Financial Administrator

Council Member Gary Jablonski

Keith Poliakoff, Town Attorney

Council Member David S. Kuczenski

Regular Meeting of the Town Council of Southwest Ranches was held 13400 Griffin Road in the Southwest Ranches Council Chambers. The meeting, having been properly noticed, was called to order by Mayor Breitkreuz at 7:30 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

**Quasi-Judicial Hearings**

**3. Resolution Approving Waiver of Plat No. WP-30-21**

A RESOLUTION AND FINAL ORDER OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING WAIVER OF PLAT APPLICATION NO. WP-30-21 TO SUBDIVIDE 4.136 ACRES OF PROPERTY INTO TWO LOTS OF 2.0 NET ACRES EACH; GENERALLY LOCATED AT THE SOUTHEAST CORNER OF THE LURAY ROAD AND HOLATEE TRAIL INTERSECTION; LEGALLY DESCRIBED AS THE NORTH ONE HALF OF TRACT 48, LESS THE WEST 40 FEET AND LESS THE NORTH 40 FEET FOR ROADS, OF THE SUBDIVISION OF SECTION 2, TOWNSHIP 51 SOUTH, RANGE 40 EAST OF "EVERGLADES SUGAR AND LAND CO.", ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 2 AT PAGE 39 OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA, SAID LANDS LYING AND BEING IN THE TOWN OF SOUTHWEST RANCHES IN BROWARD COUNTY, FLORIDA; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO PROPERLY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR RECORDATION; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Council Member Jablonski, seconded by Council Member Kuczenski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitkreuz voting yes.

**MOTION: TO APPROVE THE RESOLUTION WITH THE FOLLOWING STIPULATIONS ADDED:**

- **Recordation of an easement agreement approved by the Town Attorney as to form, granting ingress and egress rights to proposed tract "A" and providing for maintenance of the improvements within the easement.**
- **Renters must be out of the home within 120 days from approval (meeting date on 09/23/2021).**
- **Existing house must be homesteaded in the names of the current owners within 18 months of approval (meeting date 09/23/2021).**

- **Once construction of second home is complete, homestead exemption must be obtained within 12 months from date of Certificate of Occupancy.**
- **There shall be no sale or transfer of either parcel within 48 months of the date that both parcels have been occupied (which will be the date that both parcels are homesteaded).**

#### **4. Public Comment**

There were no public speakers.

#### **5. Board Reports**

There were no Board Reports.

#### **6. Council Member Comments**

Council Member Jablonski spoke about upcoming events in the Town, such as the Country Estates Park Entrance contest, the Holiday Lights decoration contest, Broward County Property Appraiser outreach, the Southwest Ranches Parks Foundation Annual Car Show and Chili Fest. He thanked Town Administrator Berns, Assistant Town Administrator Muñiz, Town Financial Administrator Sherwood and Town Controller Rich Strum for the outstanding job they did on the budget. Council Member Jablonski then mentioned the presentation he is working on with Assistant Town Administrator Muñiz regarding fill permits.

Vice Mayor Hartmann reminded the public about attending the Broward Water Leader's Academy and he is excited to learn some new things. He then spoke about Broward Days occurring January 17-January 20, 2022. He would like to attend and mentioned it to the Town Council about attending as well. Town Administrator Berns then asked who would be attending Broward Days, Mayor Breitkreuz, Vice Mayor Hartmann, Council Member Jablonski and Council Member Allbritton all confirmed they would like to attend. Council Member Kuczenski indicated he might be able to attend but was unsure.

Council Member Kuczenski spoke about Robin Ditzian's mother Carolyn was undergoing serious surgery and everyone to keep her in their thoughts. He thanked the Comprehensive Plan Advisory Board for their items that passed and thanked Town Financial Administrator Sherwood and Town Controller Rich Strum for their great work on the budget. Council Member Kuczenski closed his comments by mentioning the bid deadlines are approaching for the drainage projects, Country Estates project and road resurfacings in Sunshine Ranches.

Council Member Allbritton spoke about the amount of deaths in the United States at the time of the meeting due to COVID-19. He urged everyone to be safe, mask up and take precautions to get a handle on it. He thanked Town Administrator Berns for his help in creating the Public Safety and Traffic Committee. It will run for six months starting in January and sunset in June. Council Member Allbritton then asked his fellow Council Members to each nominate a committee member. He indicated his excitement to start brainstorming ways to slow down traffic, divert cut through traffic, and maybe stop crimes.

Mayor Breitreuz thanked Council Member Allbritton for his committee creation and asked Town Administrator Berns if he could review the committee/advisory board applications that have been submitted in the last couple of years. He thanked the Comprehensive Plan Advisory Board for their hard work and spoke about the commitment he and the Town Council made to protect the rural lifestyle of the Town and was excited to see it coming to fruition. Mayor Breitreuz spoke about Broward Days and the opportunity to speak to individuals while he is there to remind them of the importance of the Town's legislative items.

## **7. Legal Comments**

Town Attorney Poliakoff reminded the Town Council to wear masks while in Tallahassee. He then spoke on the Shade Session that was held and a settlement was agreed upon. Town Attorney Poliakoff spoke about the upcoming Town of Southwest Ranches versus the City of Pembroke Pines litigation regarding the CCA Property on October 7, 2021. Just in case the City of Pembroke Pines would like to reach a settlement prior to the court date, Town Attorney Poliakoff would like to hold a shade session to discuss with the Town Council. Due to some Council Member's previous commitments, the date for the shade session was set for Sunday, October 3, 2021 at 6:00 PM.

## **8. Administration Comments**

Town Administrator Berns spoke about his meeting with City of Pembroke Pines City Manager Charles Dodge. He was hopeful they may be able to come to some agreement.

## **Ordinance - 2nd Reading**

**9. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING THE TEN-YEAR WATER SUPPLY FACILITIES WORK PLAN ("WSFWP") AND ADOPTING IMPLEMENTING AMENDMENTS TO THE GOALS, OBJECTIVES AND POLICIES OF THE UTILITIES ELEMENT AND CAPITAL IMPROVEMENTS ELEMENT OF THE TOWN OF SOUTHWEST RANCHES COMPREHENSIVE PLAN; AUTHORIZING TRANSMITTAL OF THE TEN-YEAR WSFWP AND RELATED COMPREHENSIVE PLAN AMENDMENTS TO REVIEWING AGENCIES; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE. (APPLICATION NO. PA-20-3) {Approved on First Reading - January 28, 2021}(TABLED FROM SEPTEMBER 13, 2021}**

The following motion was made by Council Member Jablonski, seconded by Council Member Allbritton and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitreuz voting yes.

## **MOTION: TO APPROVE THE ORDINANCE ON SECOND READING.**

**10. AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA; AMENDING THE TOWN OF SOUTHWEST RANCHES UNIFIED LAND DEVELOPMENT CODE ("ULDC"), ARTICLE 45, "AGRICULTURAL AND RURAL DISTRICTS," SECTION 045-030, "GENERAL PROVISIONS" TO REGULATE THE LOCATION OF NEW BUSINESSES ENGAGED IN COMMERCIAL RETAIL SALES OF PLANTS ON PLOTS AND PORTIONS OF PLOTS THAT ARE NOT FARMS (NO AGRICULTURAL PROPERTY TAX CLASSIFICATION) AND TO PROVIDE FOR NONCONFORMING USES; PROVIDING**

FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE. **{Approved on First Reading - September 13, 2021}**

The following motion was made by Vice Mayor Hartmann, seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitreuz voting yes.

**MOTION: TO APPROVE THE ORDINANCE ON SECOND READING.**

**11.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA; AMENDING THE TOWN OF SOUTHWEST RANCHES UNIFIED LAND DEVELOPMENT CODE ("ULDC"), ARTICLE 45, "AGRICULTURAL AND RURAL DISTRICTS," 045-030, "GENERAL PROVISIONS" BY CREATING SUBSECTION (X) TO PROHIBIT THE CONVERSION OF A SINGLE-FAMILY DWELLING FOR NONRESIDENTIAL USE WITHOUT FIRST OBTAINING A SPECIAL EXCEPTION USE PERMIT; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE. **{Approved on First Reading - September 13, 2021}**

The following motion was made by Council Member Kuczenski, seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitreuz voting yes.

**MOTION: TO APPROVE THE ORDINANCE ON SECOND READING.**

**Ordinance - 1st Reading**

**12.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY ADDING A NEW PROPERTY RIGHTS ELEMENT; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY AND OTHER REVIEW AGENCIES DEFINED IN F.S. 163.3184(1)(C); PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE. (APPLICATION NO. PA-22-2)

The following motion was made by Vice Mayor Hartmann, seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitreuz voting yes.

**MOTION: TO APPROVE THE ORDINANCE ON FIRST READING.**

**13.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING THE DEFINITION OF GUEST HOUSE IN THE TOWN OF SOUTHWEST RANCHES COMPREHENSIVE PLAN; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY; REQUESTING RECERTIFICATION BY THE BROWARD COUNTY PLANNING COUNCIL; AND, PROVIDING FOR AN EFFECTIVE DATE. (APPLICATION NO. PA-22-1)

The following motion was made by Vice Mayor Hartmann, seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitzkreuz voting yes.

**MOTION: TO DENY THE ORDINANCE ON FIRST READING.**

**14.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA; AMENDING THE TOWN OF SOUTHWEST RANCHES UNIFIED LAND DEVELOPMENT CODE ("ULDC"), ARTICLE 45, "AGRICULTURAL AND RURAL DISTRICTS," SECTION 045-030, "GENERAL PROVISIONS," TO AUTHORIZE GUEST HOMES OF THE SAME SIZE ON ALL PLOTS OF 35,000 SQUARE FEET AND LARGER; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE.

The following motion was made by Vice Mayor Hartmann, seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitzkreuz voting yes.

**MOTION: TO DENY THE ORDINANCE ON FIRST READING.**

**15.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, VACATING, CLOSING AND ABANDONING A PORTION OF UNIMPROVED ROAD EASEMENT RECORDED IN O.R. BOOK 19831, PAGE 475 OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA BEING A PORTION OF TRACT 64 IN SECTION 34, TOWNSHIP 50 SOUTH, RANGE 39 EAST, "EVERGLADES LAND COMPANY'S SUBDIVISION," ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 2, PAGE 1 OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, SAID LANDS LYING AND BEING IN THE TOWN OF SOUTHWEST RANCHES, BROWARD COUNTY, FLORIDA; GENERALLY DESCRIBED AS A PORTION OF SW 54TH PLACE BETWEEN SW 207 TERRACE AND SW 208 LANE AND A PORTION OF SW 207 TERRACE EXTENDING APPROXIMATELY 650 FEET NORTH OF SW 54 PLACE; AUTHORIZING THE PREPARATION AND EXECUTION OF EFFECTUATING DOCUMENTS; PROVIDING INSTRUCTIONS TO THE TOWN CLERK; PROVIDING FOR RECORDATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. (APPLICATION NO. VC-30-21)

The following motion was made by Council Member Jablonski, seconded by Council Member Kuczenski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitzkreuz voting yes.

**MOTION: TO APPROVE THE ORDINANCE ON FIRST READING WITH THE FOLLOWING CONDITIONS:**

- **Petitioner to dedicate a minimum 10-foot drainage easement in place of the vacated road easement along 54h place.**
- **Petitioner to dedicate 15 feet for Right-of-Way on 54<sup>th</sup> Place.**

**16.** AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, VACATING, CLOSING AND ABANDONING A PORTION OF UNIMPROVED 49 STREET RIGHT-OF-WAY

RECORDED IN O.R. BOOK 38262, PAGE 1888 OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA BEING A PORTION OF PARCEL "B," ALDERMAN PARCELS, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 172, PAGE 12 OF THE PUBLIC RECORDS OF BROWARD COUNTY, FLORIDA; GENERALLY DESCRIBED AS A PORTION OF SW 49 STREET EXTENDING 330 FEET ON EITHER SIDE OF SW 192 TERRACE; AUTHORIZING THE PREPARATION AND EXECUTION OF EFFECTUATING DOCUMENTS; PROVIDING INSTRUCTIONS TO THE TOWN CLERK; PROVIDING FOR RECORDATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. (APPLICATION NO. VC-29-21)

The following motion was made by Vice Mayor Hartmann, seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitkreuz voting yes.

**MOTION: TO APPROVE THE ORDINANCE ON FIRST READING WITH THE FOLLOWING STIPULATION:**

- **Prior to second reading, petitioner will execute a deed restriction prohibiting a second home from being constructed on any part of the property.**

**Resolutions**

**17.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, CONSENTING TO THE CITY OF COOPER CITY PROVIDING WATER SERVICES TO 6200 STALLION WAY, A SINGLE FAMILY HOME LYING WITHIN THE TOWN OF SOUTHWEST RANCHES, FLORIDA; PROVIDING THAT NO FURTHER EXPANSION OF SERVICE SHALL BE PERMITTED WITHOUT THE EXPLICIT WRITTEN CONSENT OF THE TOWN; PROVIDING FOR A CERTIFIED COPY OF THIS RESOLUTION TO BE FURNISHED TO THE CITY OF COOPER CITY; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Council Member Kuczenski, seconded by Council Member Allbritton and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitkreuz voting yes.

**MOTION: TO APPROVE THE RESOLUTION.**

**18.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A PURCHASE ORDER TO ARC ELECTRIC, INC. IN THE AMOUNT OF FIFTEEN THOUSAND DOLLARS AND ZERO CENTS (\$15,000.00) TO PURCHASE AND INSTALL A SCHOOL ZONE FLASHING BEACON ON SW 172ND AVENUE, AUTHORIZING THE TOWN ADMINISTRATOR TO EXECUTE THE PURCHASE ORDER; APROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2021 ADOPTED BUDGET; AND PROVIDING AN EFFECTIVE DATE.

The following motion was made by Vice Mayor Hartmann, seconded by Council Member Jablonski and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitkreuz voting yes.

**MOTION: TO APPROVE THE RESOLUTION.**

**19.** A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, ENTERING INTO AN INTERLOCAL AGREEMENT WITH BROWARD COUNTY FOR COOPERATIVE FIRE, RESCUE, EMERGENCY MEDICAL SERVICES, AND SPECIAL OPERATIONS RESPONSE THROUGH AUTOMATIC AID AND CLOSEST UNIT RESPONSE; 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 Jablonski, seconded by Council Member Allbritton and passed by a 5-0 roll call vote. The vote was as follows: Council Members Allbritton, Jablonski, Kuczenski, Vice Mayor Hartmann and Mayor Breitzkreuz voting Yes.

**MOTION: TO APPROVE THE RESOLUTION**

**20. Adjournment**

Meeting was adjourned at 9:27 p.m.

*Respectfully submitted:*

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*Russell Muñiz, Assistant Town Administrator/Town Clerk*

*Adopted by the Town Council on this day of November 18, 2021*

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*Steve Breitzkreuz, Mayor*

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