



Southwest Ranches Town Council

SPECIAL MEETING

Agenda of September 26, 2024

Southwest Ranches Council Chambers
6:40 PM Thursday

13400 Griffin Road
Southwest Ranches, FL 33330

<u>Mayor</u> Steve Breitkreuz	<u>Town Council</u> Jim Allbritton Bob Hartmann Gary Jablonski	<u>Town Administrator</u> Russell C. Muñiz, MPA	<u>Town Attorney</u> Keith M. Poliakoff, J.D.
<u>Vice Mayor</u> David S. Kuczynski, Esq.		<u>Town Financial Administrator</u> Emil C. Lopez, CPM	<u>Town Clerk</u> Debra M. Ruesga

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**

Resolutions

3. **A RESOLUTION OF THE TOWN COUNCIL OF SOUTHWEST RANCHES, FLORIDA, AUTHORIZING THE TOWN ADMINISTRATOR TO PREPARE AND TO SUBMIT A GRANT APPLICATION TO THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO HELP FUND PLAYGROUND RENOVATION WITHIN THE TOWN'S SUNSHINE RANCHES EQUESTRIAN PARK; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ENTER INTO ANY ALL AGREEMENTS NECESSARY AND PROPER TO EFFECTUATE THE INTENT OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.**

4. **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 3
3330-2628
(954) 434-0008 Town Hall
(954) 434-1490 Fax

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

Russell C. Muñiz, MPA, *Town Administrator*
Keith M. Poliakoff, JD, *Town Attorney*
Debra M. Ruesga, *Town Clerk*
Emil C. Lopez, CPM, *Town Financial Administrator*

COUNCIL MEMORANDUM

TO: Honorable Mayor Breitkreuz and Town Council
VIA: Russell Muniz, Town Administrator
FROM: Emily Aceti, Community Services Manager
DATE: 9/26/2024
SUBJECT: Florida Recreation Development Assistance Program (FRDAP) Grant –
Sunshine Ranches Equestrian Park

Recommendation

Town Council consideration for a motion to approve the resolution.

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

Background

The Florida Recreation Development Assistance Program is a competitive program, which provides grants to local governmental entities for acquisition and development of land for public outdoor recreation use or to construct recreational trails. The Florida Department of Environmental Protection (DEP) Office of Financial Services administers FRDAP.

If awarded, this FRDAP grant will fund the playground renovation in the Sunshine Ranches Equestrian Park.

Fiscal Impact/Analysis

If the grant is awarded, the Town will be required to budget for the project in FY 2025-2026. The total project cost is anticipated to be \$100,000.00. The grant will be for 75% of the total project cost and the Town will be responsible for the remaining 25%.

FRDAP Grant (75%): \$75,000 + Town Match (25%): \$25,000
= Total Project Cost: \$100,000.

Staff Contact:

Emily Aceti, Community Services Manager

December Lauretano-Haines, Parks, Recreation and Open Space Manager

ATTACHMENTS:

Description	Upload Date	Type
Resolution - TA Approved	9/20/2024	Resolution
Exhibit	9/18/2024	Exhibit

RESOLUTION NO. -

A RESOLUTION OF THE TOWN COUNCIL OF SOUTHWEST RANCHES, FLORIDA, AUTHORIZING THE TOWN ADMINISTRATOR TO PREPARE AND TO SUBMIT A GRANT APPLICATION TO THE FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) TO HELP FUND PLAYGROUND RENOVATION WITHIN THE TOWN'S SUNSHINE RANCHES EQUESTRIAN PARK; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO ENTER INTO ANY ALL AGREEMENTS NECESSARY AND PROPER TO EFFECTUATE THE INTENT OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Florida Recreation Development Assistance Program (FRDAP) is a competitive program which provides grants to local governmental entities for acquisition and development of land for public outdoor recreation use or to construct recreational trails; and

WHEREAS, eligible requests include development of recreation amenities in parks; and

WHEREAS, renovation of the playground facilities within the Sunshine Ranches Equestrian Park is identified in the Town's Five-Year Capital Improvement Plan; and

WHEREAS, the Town desires to submit a grant application to offset the Town's cost to renovate the playground; and

WHEREAS, the total project cost is anticipated to be One Hundred Thousand Dollars and Zero Cents (\$100,000.00); and

WHEREAS, the grant will be for Seventy-Five Percent (75%) of the total project cost, and the Town will be responsible for the remaining Twenty-Five Percent (25%); and

WHEREAS, it has been determined to be in the best interest of the public to seek these grant funds.

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

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

Section 2: The Town Council of the Town of Southwest Ranches does hereby authorize the submission of the grant application to the Florida Recreation Development Assistance Program to assist in the playground renovation in the Sunshine Ranches Equestrian Park.

Section 3: The Town Council of the Town of Southwest Ranches does hereby authorize its Town Administrator to transmit the applicable grant application, to attend all necessary meetings, and to coordinate with the Town Attorney the execution of final grant agreements, if any, between the parties.

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

PASSED AND ADOPTED by the Town Council of the Town of Southwest Ranches, Florida, this _____ day of _____ 2024 on a motion by _____ and seconded by _____.

Breitkreuz _____
Kuczenski _____
Allbritton _____
Hartmann _____
Jablonski _____

Ayes _____
Nays _____
Absent _____
Abstaining _____

Steve Breitkreuz, Mayor

Attest:

Debra M. Ruesga, CMC, Town Clerk

Approved as to Form and Correctness:

Keith Poliakoff, Town Attorney
1001.065.2024

FACTS ABOUT FRDAP

WHAT IS FRDAP AND HOW IS IT ADMINISTERED?

The Florida Recreation Development Assistance Program (FRDAP) is a competitive program which provides grants to local governmental entities for acquisition and development of land for public outdoor recreation use or to construct recreational trails. The Florida Department of Environmental Protection (DEP), Land and Recreation Grants Section administers FRDAP. The FRDAP Administrative Rule can be downloaded at <https://floridadep.gov/lands/land-and-recreation-grants/content/florida-recreation-development-assistance-program>.

WHO MAY APPLY FOR FRDAP FUNDS?

Municipal and county governments or other legally constituted entities with the legal responsibility to provide public outdoor recreation.

WHAT IS ELIGIBLE SITE CONTROL VERIFICATION?

1) For land owned by the applicant, submit a copy of the recorded warranty deed that conveyed title to the property, including any attachments. If the property was dedicated via plat, submit a copy of the recorded plat. If there are multiple parcels, submit the deed for each parcel, a map of the parcels, and connect the deeds and the map with reference numbers linking the deed to the relevant parcel. If the property or a portion of it was conveyed by quit claim deed, you will also need to submit an attorney's opinion of title with a title search covering a minimum of 30 years.

2) For land leased by the applicant, submit a copy of the lease or management agreement. The lease must have a minimum of 30 years remaining on the lease, allow the applicant to dedicate the property, and not be revocable at will.

WHAT IS THE GENERAL APPLICATION INFORMATION?

A proposed FRDAP project must be for one of the three following categories: acquisition of land for public outdoor recreational purposes, development and/or renovation of land for public outdoor recreational purposes, or construction and/or renovation of a public recreational trail. If an **acquisition** project receives a FRDAP grant, the applicant must develop the acquired site for public outdoor recreation use within three years.

HOW DO I APPLY?

FRDAP Grant Applications must be submitted through DEP's Grantee Portal (Portal) at <https://fdep.my.site.com/grants/s/frdap-home>, during the announced submission period, **September 16-30, 2024**. The Portal will not accept any applications submitted after **5 p.m. on September 30, 2024**.

Applicants may submit up to two applications during the submission period. Each applicant may only have a total of three active projects, including any applications being submitted. Applications must involve only one project site except for acquisition or development of saltwater beach access. DEP evaluates applications based on the information provided by the applicants, except where such data is superseded by official DEP information. Failure by an applicant to present all required application information and documentation may result in the application being declared ineligible for funding consideration or may result in a loss of points from the applicant's competitive score.

The FY2025-2026 FRDAP Application Cycle Webinar Presentation provides guidance on how to complete the application and submit the required documentation. For assistance using DEP's Grantee Portal, contact FRDAP staff via FRDAP_Mail@FloridaDEP.gov or phone 850-245-2501.

Applications will be evaluated and scored based on the information submitted by the application submission deadline. Incomplete applications will not be considered.

DUPLICATE PROJECTS:

Pursuant to subsection 62D-5.056(2)(e), Florida Administrative Code (F.A.C.), an applicant may not submit an application for a project site, including phased projects, if the applicant has an active grant agreement on that project site funded under Land and Water Conservation Fund, Recreational Trails Program or Florida Recreation Development Assistance Program.

ACQUISITION PROJECTS:

Acquisition projects are not eligible for retroactive costs. Costs for pre-acquired acquisitions are not eligible for reimbursement. Acquisitions cannot occur until after a project has been approved for funding.

WHAT IS THE MAXIMUM GRANT AMOUNT?

Maximum grant funds an applicant may apply for is \$200,000.

GRANT MATCH RATIOS: (Based on the grant cap of \$200,000)

Project Cost	State Share	Grantee Share
\$50,000 or less	100%	0%
\$50,001 to \$150,000	75%	25%
\$150,001 up to \$400,000	50%	50%

Project Cost = State Share + Grantee Share

WHAT CAN I USE TO MATCH A FRDAP GRANT?

Cash, Land Value of **undeveloped** land owned by applicant (subject to conditions), and In-kind Services.

Refer to Rule Chapter 62D-5.055(4), F.A.C., for complete information on match requirements and match types.

HOW ARE FRDAP GRANTS AWARDED?

Each application is reviewed to determine eligibility. The Land and Recreation Grants Section evaluates each eligible application according to the program rule and assigns a final score. Based on the scores, DEP prepares and submits a recommended priority list to the Florida Legislature for funding consideration. **DEP's performance and obligation to award program grants is contingent upon an annual appropriation by the Florida Legislature. Should the project receive funding, the grantee will have up to three years from the start of the state's fiscal year in which funds are appropriated to complete the project.**






If questions arise while preparing the application, contact the Land and Recreation Grants Section (LRGS) Staff via email: landandrecreationgrantssection@dep.state.fl.us, or the team member assigned to your county: <https://floridadep.gov/lands/land-and-recreation-grants/content/land-and-recreation-grants-section-contacts>.

Use this list to make sure that all applicable and all required documentation is included. The Portal will prompt you during the application process for the exhibits.

Application Item Description	Development & Trails Projects	Acquisition Projects	Label as Exhibit
<p>A. 1. A letter from the applicant's chief administrator certifying the five-year capital improvement schedule is officially adopted and the date adopted and 2) a copy of the Capital Improvements Plan/Schedule (CIP/S). The CIP must be from the current or upcoming 3 fiscal years.</p> <p>OR</p> <p>2. A copy of a fully executed resolution amending the existing schedule to include the proposed project. Designate proposed project by name, date and year.</p>	✓	✓	Exhibit_A
<p>B. Florida's Statewide Comprehensive Outdoor Recreation Plan (SCORP) objectives support documentation. Written response to Part II, Item 2A on page 10 of this application. Include a brief narrative explaining how the project implements one or more of the Priority Areas, Goals, Recommendations and Strategies as listed in the 2019 SCORP. Provide quotations or other appropriate references with explanation to justify the correlation.</p>	✓	✓	Exhibit_B
<p>C. Public participation documentation:</p> <p>1. Copy of public meeting advertisement for SOLE PURPOSE of discussing the project. Advertisement must state where and when advertised.</p> <p>-----</p> <p>2. Minutes of REGULARLY SCHEDULED advisory board meeting.</p> <p>-----</p> <p>3. Documentation of presentation to community groups. (minutes, letter of thanks from organization, etc.)</p> <p>OR</p>	✓	✓	<p>Exhibit_C_1</p> <p>Exhibit_C_2</p>

Application Item Description	Development & Trails Projects	Acquisition Projects	Label as Exhibit
<p>A copy of the survey and summary of the results as they relate to the proposed project. (support letters are not acceptable for points)</p> <p>All public participation documentation must be current or within the previous 3 fiscal years.</p>			Exhibit_C_3
<p>D. Documentation of ability to support programming and maintenance of project site. Provide a copy of an applicant's organizational chart AND an explanation of ability to provide development, programming and maintenance.</p>	✓	✓	Exhibit_D
<p>E. Copy of cooperative agreement or letter between applicant and a private or public nonprofit entity with the applicant holding the lead managing responsibility.</p>	✓	✓	Exhibit_E
<p>F. Excerpts of the recreation/open space element of the local comprehensive plan identifying needed acreage. Provide and highlight excerpt which indicates needed number of acres and provide how much acreage local government already controls.</p>		✓	Exhibit_F
<p>G. Conceptual site plan for development of the project area: Submit a conceptual site plan displaying the areas and facilities to be developed as proposed in the scope of the application. The site plan must correlate with the project area identified in the project boundary map and cost estimate.</p> <p>The site plan must CLEARLY DIFFERENTIATE between facilities/opportunities currently existing, facilities proposed for funding in this application and facilities planned for future development.</p> <p>Color code your site plan to indicate facilities that are existing, proposed for funding and planned for future development (not in this project). Also</p>	Identify different funding phases	Need site plan for the development after acquisition is completed along with a timeline for development	Exhibit_G

Application Item Description	Development & Trails Projects	Acquisition Projects	Label as Exhibit
<p>identify FRDAP & Land and Water Conservation Fund (LWCF) phases. If acquisition project, also submit a timeline for the development of the project.</p>			
<p>H. Excerpts of the Florida Greenways and Trails System Plan 2019-2023.</p>	Trails Only		Exhibit_H
<p>I. Letter from DEP's Office of Greenways & Trails documenting project is located on or connects with a designated State of Florida Greenway or Trail.</p>	Trails Only		Exhibit_I
<p>J. Copy of Regional or Local Governmental adopted Greenway Plan.</p>	Trails Only		Exhibit_J
<p>K. Boundary map of the project area: Submit a boundary map of the project area. The map must provide a description and sketch of the project area boundaries, display known easements and be legally sufficient to identify the project area. Plat maps may be accepted if the above criteria are identified.</p>	✓	✓	Exhibit_K
<p>L. Photographs of the project area: Submit color, on-site photographs sufficient to depict the physical characteristics of the project area. Provide color photographs for all task elements listed in your application that will be renovated. Aerial photographs are requested, but not required. Mark an approximate boundary of the project site and note major roads and/or landmarks on the aerial photo. (Note this is not the boundary map.)</p>	✓	✓	Exhibit_L
<p>M. Location map and directions: Submit a detailed street, road or highway map precisely locating the project site. Also, provide clear and concise written driving instructions from the nearest federal or state highway. NOTE: Confirm that street names listed in the written directions are the same as those posted on street signs in the area. Do not use Google Maps or any other computer mapping program for this.</p>	✓	✓	Exhibit_M

Application Item Description	Development & Trails Projects	Acquisition Projects	Label as Exhibit
<p>N. Site Control (e.g., deed, or lease):</p> <p>1) For land owned by the applicant, submit a copy of the recorded warranty deed that conveyed title to the property, <u>including any attachments</u>. If the property was dedicated via plat, submit a copy of the recorded plat. If there are multiple parcels, submit the deed for each parcel, a map of the parcels, and connect the deeds and the map with reference numbers linking the deed to the relevant parcel. If the property or a portion of it was conveyed by quit claim deed, you will also need to submit an attorney's opinion of title with a title search covering a minimum of 30 years.</p> <p>2) For land leased by the applicant, submit a copy of the lease or management agreement. The lease must have a minimum of 30 years remaining on the lease, allow the applicant to dedicate the property, and not be revocable at will. Documents. (e.g., deed, lease, etc.)</p> <p><u>Site control must be effective by the close of the submission period.</u></p>			Exhibit_N
<p>O. Request for Match Waiver/REDI Form: If eligible for the Rural Economic Development Initiative Match Waiver, submit Request for Match Waiver.</p>			Exhibit_O
<p>P. Description of the physical characteristics of the Project: Provide a written response to Part I, Item 2F (1&2) on page 4. Describe the project site including existing and future uses, existing natural or historical resources, public access, etc.</p>			Exhibit_P