



TOWN OF LOXAHATCHEE GROVES
TOWN COUNCIL MEETING AGENDA
Tentative Millage & Budget
Solid Waste Collection Services
FRIDAY, July 18, 2014

Mayor David Browning (Seat 4)

Vice Mayor Ronald D. Jarriel (Seat 1)

Councilman Tom Goltzené (Seat 5)

Councilman Ryan Liang (Seat 3)

Councilman Jim Rockett (Seat 2)



Town of Loxahatchee Groves

Town Council Meeting

Friday, July 18, 2014 at 6:00 p.m.

Loxahatchee Groves Water Control District, 101 West "D" Road

Mayor David Browning (Seat 4)
Vice Mayor Ronald D. Jarriel (Seat 1)
Councilman Tom Goltzené (Seat 5)
Councilman Ryan Liang (Seat 3)
Councilman Jim Rockett (Seat 2)

Town Manager Mark Kutney
Town Clerk Janet K. Whipple
Town Attorney Michael D. Cirullo, Jr.

Tentative
Subject to Revision

TENTATIVE MILLAGE & BUDGET / SOLID WASTE COLLECTION SERVICES
PUBLIC NOTICE/AGENDA

1. OPENING

- a. Call to Order & Roll Call
- b. Pledge of Allegiance & Invocation – Mayor Browning
- c. Approval of Agenda

2. CONSENT AGENDA

- a. Consideration for the FY 2015-2017 Agreement between the Town of Loxahatchee Groves and Palm Beach County for the Urban County Jurisdiction to enable residents continued access to funds under the Community Development Block Grant (CDBG).
(Brought back from the July 1, 2014 Town Council Meeting).

3. PUBLIC COMMENT

4. PRESENTATIONS

- a. Fiscal Year 2015 Proposed Budget

5. COMMITTEE REPORTS

6. RESOLUTIONS

a. RESOLUTION NO. 2014-06 (*Solid Waste Collection Services*)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, RELATING TO THE PROVISION OF RESIDENTIAL SOLID WASTE COLLECTION SERVICES AND FACILITIES AND PROGRAMS ("SOLID WASTE COLLECTION SERVICES") IN THE TOWN OF LOXAHATCHEE GROVES, FLORIDA; PROVIDING FOR PURPOSE AND DEFINITIONS; PROVIDING FOR LEGISLATIVE DETERMINATIONS; ESTABLISHING THE ESTIMATED RATE FOR THE SOLID WASTE COLLECTION SERVICES ASSESSMENT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014; DIRECTING THE PREPARATION OF AN ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; PROVIDING FOR CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE.

b. RESOLUTION NO. 2014-07 (*Establish Tentative Millage and Tentative Budget*)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA ADOPTING A PROPOSED OPERATING MILLAGE RATE OF _____ FOR GENERAL OPERATING BUDGET PURPOSES FOR FISCAL YEAR 2014/2015; APPROVING AND AUTHORIZING TRANSMITTAL OF THE FORM DR-420 TO THE PROPERTY APPRAISER; PROVIDING FOR THE ESTABLISHMENT OF AND SETTING FORTH THE DATE, TIME AND PLACE OF THE PUBLIC HEARING TO CONSIDER THE FISCAL YEAR 2014/2015 PROPOSED MILLAGE RATE AND TENTATIVE BUDGET; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

c. RESOLUTION NO. 2014-08 (*Confirming time and place of Regular Town council Meetings*)

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, RELATING TO TOWN COUNCIL MEETINGS; CONFIRMING THE TIME AND PLACE OF REGULAR TOWN COUNCIL MEETINGS ADOPTED ON MARCH 29, 2007; PROVIDING FOR CANCELLATION AND CHANGE OF TIME AND PLACE OF INDIVIDUAL REGULAR TOWN COUNCIL MEETINGS BY MOTION OF

THE TOWN COUNCIL; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

7. ORDINANCES – NONE

8. ADMINISTRATIVE UPDATE – *Town Manager Kutney*

- a. Palm Beach State College Master Plan Submittal Process to the Town
- b. Office of Inspector General (OIG) letter re Loxahatchee Groves expenditures of gas tax revenues.

9. OLD BUSINESS - NONE

10. NEW BUSINESS - NONE

11. CLOSING COMMENTS

- a. Public
- b. Town Attorney
- c. Town Council Members

12. ADJOURNMENT

The next regular Town Council Meeting is tentatively scheduled for August 5, 2014.

Comment Cards: Anyone from the public wishing to address the Town Council must complete a Comment Card before speaking. This must be filled out completely with your full name and address and given to the Town Clerk. During the meeting, before public comments, you may only address the item on the agenda in which is being discussed at the time of your comment. During public comments, you may address any item you desire. Please remember that there is a three (3) minute time limit on all public comment. Any person who decides to appeal any decision of the Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which included testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate should contact the Town Clerk's Office (561-793-2418), at least 48 hours in advance to request such accommodation.



Item 2.a.

Consent Agenda

**Agreement for FY 2015-2017 w Palm Beach County for Urban
County Jurisdiction (CDGB Block Grant, etc)**

TOWN OF LOXAHATCHEE GROVES

INTER-OFFICE CORRESPONDENCE

MEMORANDUM NO. 2014-012

TO: Mayor David Browning
Members of the Town Council

CC: Mark Kutney, Town Manager
Janet Whipple, Town Clerk

FROM: Michael D. Cirullo, Office of the Town Attorney *MDC*

DATE: July 8, 2014

RE: Town of Loxahatchee Groves (“Town”) / Interlocal Cooperation Agreement
between Palm Beach County and the Town (CDBG Agreement) for Fiscal Years
2015-2017

At the July 1, 2014, Town Council meeting, the Town Council directed me to contact the County Attorney to review the CDBG Agreement. I spoke with Assistant County Attorney Tammy Fields and provide the following information:

- If the Town does not sign the agreement, it will not be eligible to receive federal CDBG grant funds except in very narrow circumstances. The Town may be able to apply directly to the state. However, the Town would be exclusively responsible for learning of such grant opportunities and, if awarded, administering them.
- By signing the CDBG Agreement, the Town is not granting the County any authority to impose projects upon the Town. The County solicits projects from the Town and if the projects meet the grant requirements and there is adequate funding, the project will go into the Consolidated Plan approved by the County Commission. The Town is not required to submit for any of the funding, and according to Ms. Fields, some municipalities expressed a desire to not receive the funding, but signed the CDBG Agreement anyway to assist the County in obtaining more funding that could be used by the County.
- The County Attorney acknowledged that our compliance with paragraph 13 relating to excessive force policies is through the Town’s agreement with the Palm Beach County Sheriff’s Office.
- As far as paragraph 11, the County certifies compliance with the listed federal laws. Whether the Town signs the Agreement or not, the federal laws apply to the Town. Taking all actions necessary to assure compliance with the County’s certification means

that the Town will not violate any of the referenced federal laws; or if the County requires information from the Town to respond to federal inquiries, such as copies of documents. This paragraph also requires the Town to “affirmatively further fair housing.” Ms. Fields stated that the existence of the County’s Fair Housing Ordinance and its applicability to the Town is sufficient.

- If the Town was to request funding for a program, and it was approved and incorporated into the Consolidated Plan, there would be a separate agreement between the Town and the County for that program.

Please contact me if you have any questions or require any additional information, as I can follow up with the County Attorney if necessary before the July 18, 2014, meeting, should it be necessary.

MDC



May 27, 2014



Mr. Mark Kutney, Town Manager
Town of Loxahatchee Grove
14579 Southern Boulevard #2
Loxahatchee, Florida 33470

Re: Participation in the Urban County Program for FY 2015-2017

Dear Mr. Kutney:

The current cooperation agreement between the Town of Loxahatchee Grove and Palm Beach County through which the Town of Loxahatchee Grove participates in the Palm Beach County Urban County Jurisdiction is expiring. The Town of Loxahatchee Grove is therefore invited to execute a new agreement to participate in the Palm Beach County Urban County Program for FYs 2015, 2016 and 2017 and which will automatically renew every three years upon the Town's concurrence. The agreement will enable your municipality and its residents to continue to access funds under the Community Development Block Grant (CDBG), Home Investment Partnerships (HOME) Program, and Emergency Solutions Grant (ESG) Programs as a part of the Palm Beach County Entitlement Jurisdiction. In addition, by participating with the County, your municipality will be eligible to receive economic stimulus or disaster recovery funding which is distributed to the County by the U.S. Department of Housing and Urban Development (HUD).

The Department of Economic Sustainability (DES) will provide to you the unsigned agreement within 10 days of the date of this letter. HUD has established a very short deadline to receive the executed agreement, therefore, DES is requesting that the agreements be placed on the agenda of your earliest Town Commission meeting. DES will be in touch with you to ascertain the name of a Town staff contact and provide them any required assistance. We will also be available to attend your Town Commission's meeting to give a presentation and answer questions

Be advised that participation in the County's Program will preclude your application for State CDBG funds, but you may still apply for State HOME and ESG funds if the state allows. If you choose not to renew this agreement, by June 20, 2014, you must notify DES and HUD in writing of your decision not to participate in the County's Urban Entitlement

**Department of
Economic Sustainability
Strategic Planning & Operations**

100 Australian Avenue, Suite 500
West Palm Beach, FL 33406
(561) 233-3600
www.pbcgov.com/des



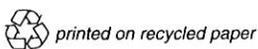
**Palm Beach County
Board of County
Commissioners**

- Priscilla A. Taylor, Mayor
- Paulette Burdick, Vice Mayor
- Hal R. Valeche
- Shelley Vana
- Steven L. Abrams
- Mary Lou Berger
- Jess R. Santamaria

County Administrator

Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"





Jurisdiction. Please address such notification to DES's address listed above and to HUD as follows:

Ann D. Chavis, CPD Director
U.S. Department of Housing & Urban Development
Florida State Office, Brickell Plaza Federal Building
909 Southeast First Avenue, Room 500
Miami, FL 33131

If you have any questions, please contact Carlos Serrano, Director, Strategic Planning and Operations at 561-233-3608 or Clement Clarke, Principal Planner at 561-233-3622.

Sincerely,

A handwritten signature in blue ink, which appears to read "Edward W. Lowery".

Edward W. Lowery, J.D., Director
Department of Economic Sustainability

cc: Janet Whipple, Town Clerk, Town of Loxahatchee Grove
Sherry Howard, Deputy Director, DES
Betsy Barr, Director of Contracts and Quality Control, DES
Carlos Serrano, Director, Strategic Planning, DES
Clement C. Clarke, Principal Planner, DES

TOWN OF LOXAHATCHEE GROVES

OFFICE OF THE TOWN MANAGER

AGENDA REPORT

TO: Mayor and Town Council

FROM: Braeden Garrett, Town Planning Technician

THROUGH: Mark A. Kutney, Town Manager, AICP, ICMA-CM

DATE: June 25, 2014

SUBJECT: Renewed Interlocal Cooperation Agreement Between Palm Beach County and The Town Of Loxahatchee Groves for Fiscal Years 2015, 2016, and 2017.

I. BACKGROUND/HISTORY

On July 11th, 2011 the Town of Loxahatchee Groves entered into an agreement with Palm Beach County granting the common power to perform Community Block Grant (CDBG), Emergency Shelter Grant (ESG) Program, and Home Investment Partnerships Program (HOME) activities within their jurisdictions. The County and the Municipality agree to cooperate to undertake or assist in undertaking community renewal and lower income housing assistance activities; and to cooperate in the implementation of the goals and objectives of the County's Consolidated Plan, as approved by the U.S. Department of Housing and Urban Development (HUD).

II. DISCUSSION

Amin Houry, Technical Services Coordinator at the Department of Economic Sustainability of Palm Beach County, is requesting a signed agreement by July 25th, 2014.

III. FISCAL IMPACT

- N/A

IV. ATTACHMENTS

- One (1) copy of 2015-2017 Interlocal Cooperation Agreement
- One (1) copy of the July 12th, 2011 Interlocal Cooperation Agreement

V. REQUESTED ACTION

Town Management recommends a motion by Town Council to approve the ICA and authorize the Mayor to execute the same.

**INTERLOCAL COOPERATION AGREEMENT
BETWEEN PALM BEACH COUNTY
AND
TOWN OF LOXAHATCHEE GROVES**

THIS AGREEMENT made and entered into on _____, by and between **Palm Beach County**, a political subdivision of the State of Florida, hereinafter referred to as the "County", and **Town of Loxahatchee Groves**, a municipality duly organized and existing by virtue of the laws of the State of Florida, hereinafter referred to as the "Municipality".

WHEREAS, the parties hereto have the common power to perform Community Development Block Grant (CDBG) Program, Emergency Solutions Grant (ESG) Program and Home Investment Partnerships (HOME) Program activities within their jurisdictions, said common powers being pursuant to Section 125.01, Florida Statutes, and Chapter 163, Part III, Florida Statutes; and

WHEREAS, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act" authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, Title I of the Housing and Community Development Act of 1974, as amended, mandates that a county must enter into interlocal cooperation agreements with municipalities in its jurisdiction for the purposes of implementing CDBG activities within said municipalities; and

WHEREAS, such interlocal cooperation agreements are also required to implement the HOME Program under Title II of the National Affordable Housing Act of 1990, as amended, and the ESG Program under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act); and

WHEREAS, the County desires to join with the Municipality in order to carry out the planning and professional services necessary to implement the CDBG, ESG and HOME Programs during Federal Fiscal Years 2015, 2016 and 2017, and during subsequent Federal Fiscal Years; and

WHEREAS, the County and the Municipality agree to cooperate to undertake or assist in undertaking community renewal and lower income housing assistance activities; and

WHEREAS, the County and Municipality wish to cooperate in the implementation of the goals and objectives of the County's Consolidated Plan, as approved by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the Municipality desires to cooperate with the County for the purpose of implementing the CDBG, ESG and HOME Programs; and

WHEREAS, the governing bodies of the County and the Municipality have each authorized this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is agreed as follows:

1. This Agreement covers the CDBG, ESG and HOME Programs and pertains to funds that the County is qualified to receive from HUD under said Programs for Federal Fiscal Years 2015, 2016 and 2017 which cover the three-year urban county qualification period beginning on October 1, 2015, and ending on September 30, 2018 (hereinafter the "Qualification Period"). This Agreement shall remain in effect until the CDBG, ESG and HOME funds and program income

received (with respect to activities carried out during the Qualification Period and during any subsequent three-year qualification periods covered by any renewal of this Agreement) are expended and the funded activities are completed. Neither the Municipality nor the County may terminate, or withdraw from, this Agreement while it remains in effect.

2. This Agreement shall be automatically renewed for a three-year qualification period at the end of the Qualification Period and at the end of each subsequent qualification period unless either party provides the other party a written notice in which it elects not to participate in a new qualification period. If such notice be given, the party electing not to participate shall also send a copy of the written notice to the HUD field office with jurisdiction over the County.

The County shall, by the date specified in HUD's Urban County Qualification Notice for the next qualification period, notify the Municipality in writing of its right not to participate, and the County shall provide a copy of such written notice to the HUD field office with jurisdiction over the County by the date specified in the Urban County Qualification Notice.

3. While this Agreement is in full force and effect, during the Qualification Period and during any subsequent three-year qualification periods covered by any renewal of this Agreement, the County and the Municipality agree to amend this Agreement to incorporate any changes necessary to meet the requirements for cooperation agreements as set forth by HUD in its Urban County Qualification Notices applicable to all subsequent three-year qualification periods, and to provide HUD such amendments as provided in the Urban County Qualification Notices. Failure to comply with the aforesaid shall void the automatic renewal of this Agreement.
4. The Municipality, by executing this Agreement, understands that:
 - (a) It may not apply for any grants from appropriations under the State of Florida CDBG Program for fiscal years during the period in which it participates in the County's CDBG Program.
 - (b) It may receive a formula allocation under the HOME Program only through the County. Even if the County does not receive a HOME formula allocation, the Municipality understands that it may not receive HOME Program funds from a HOME consortium with other local governments. This, however, does not preclude the County or the Municipality from applying to the State of Florida for HOME Program funds if the State of Florida so allows.
 - (c) It may receive a formula allocation under the ESG Program only through the County. This, however, does not preclude the County or the Municipality from applying to the State of Florida for ESG Program funds if the State of Florida so allows.
5. This Agreement is contingent upon the County's qualification as an "urban county" under the CDBG Program as determined by HUD, as well as HUD's award of funds under the CDBG, ESG and HOME Programs.
6. The County and the Municipality agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities. The County and the Municipality also agree to cooperate to enable the County to expend CDBG, ESG and HOME Program funds on eligible activities within the Municipality's jurisdiction during the Qualification Period and during any subsequent qualification periods covered by the renewal of this Agreement.
7. The Municipality shall assist and cooperate with the County in the preparation of the HUD required Consolidated Plan for the use of CDBG, ESG, and HOME Program funds. The County shall prepare the Consolidated Plan application and other necessary documents, and shall take full responsibility and assume all obligations as the applicant. The County and the Municipality agree to comply with said Consolidated Plan and implement activities as outlined in the Action Plan approved by HUD for the use of CDBG, ESG, and HOME Program funds. The

County and the Municipality agree that the County is hereby permitted to undertake or assist in undertaking essential community development and housing assistance activities within the Municipality's jurisdiction.

8. The County, through its Department of Economic Sustainability, shall assist the Municipality in undertaking all professional and administrative services necessary for the purposes of implementing activities of the CDBG, ESG and HOME Programs, including preparation of all applications and other necessary documents, planning and other administrative activities, as required.
9. Pursuant to 24 CFR 570.501(b), the Municipality is subject to the same requirements applicable to subrecipients, including the requirements of a written agreement as described in 24 CFR 570.503.
10. The Municipality may not sell, trade, or otherwise transfer all or any portion of CDBG Program funds to another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG Program funds in exchange for any other funds, credits or non-Federal considerations, but must use such CDBG Program funds for activities under Title I of the Housing and Community Development Act of 1974, as amended.
11. The Municipality and the County shall take all actions necessary to assure compliance with the County's certification required by Section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing. The Municipality and the County shall comply with Section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975), the Americans with Disabilities Act of 1990 and other applicable laws. The County shall not fund any activities in, or in support of, the Municipality should the Municipality not affirmatively further fair housing within its jurisdiction or should the Municipality impede the County's actions to comply with the County's fair housing certification.
12. The Municipality agrees that no person shall on the grounds of race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information, be excluded from the benefits of, or be subjected to discrimination under, any activity carried out by the performance of this Agreement. Upon receipt of evidence of such discrimination, the County shall have the right to terminate this Agreement.
13. The Municipality has adopted, and is enforcing, a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and the Municipality has adopted, and is enforcing, a policy of enforcing applicable State and local laws against physically barring entrance to, or exit from, a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.
14. Palm Beach County has established the Office of Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes, but is not limited to, the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the Municipality, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud. Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 to 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

- 15. No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the County and/or the Municipality.
- 16. Nothing contained herein shall be deemed to authorize the delegation of the constitutional or statutory duties of the state, county or municipal officers.
- 17. A copy of this Agreement shall be filed with the Clerk and Comptroller in and for Palm Beach County.
- 18. Any prior agreements or contracts regarding the duties and obligations of the parties enumerated herein are hereby declared to be null and void.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials.

(MUNICIPAL SEAL BELOW)

**TOWN OF LOXAHATCHEE GROVES, a
municipality duly organized and existing by
virtue of the laws of the State of Florida**

ATTEST:

By: _____
David Browning, Mayor

By: _____
Janet K. Whipple, Town Clerk

By: _____
Mark Kutney, Town Manager (if applicable)

(COUNTY SEAL BELOW)

**PALM BEACH COUNTY, FLORIDA, a
Political Subdivision of the State of Florida**

BOARD OF COUNTY COMMISSIONERS

ATTEST: SHARON R. BOCK,
Clerk & Comptroller

By: _____
Priscilla A. Taylor, Mayor

By: _____
Deputy Clerk

Document No.: _____

Approved as to Form and
Legal Sufficiency

Approved as to Terms and Conditions
Department of Economic Sustainability

By: _____
Tammy K. Fields,
Chief Assistant County Attorney

By: _____
Sherry Howard
Deputy Director

LEGAL CERTIFICATION BY PALM BEACH COUNTY

As Legal Counsel for Palm Beach County, Florida, I hereby state that the terms and provisions of this Agreement entered into on _____ by and between **Palm Beach County** and **Town of Loxahatchee Groves** are fully authorized under State and local law, and that the Agreement provides full legal authority for Palm Beach County to undertake, or assist in undertaking, community renewal and lower income housing assistance activities.

Tammy K. Fields, Chief Assistant County Attorney
Palm Beach County, Florida

INTERLOCAL COOPERATION AGREEMENT
BETWEEN PALM BEACH COUNTY
AND
The Town of Loxahatchee Groves

THIS INTERLOCAL COOPERATION AGREEMENT made and entered into this day of 07-12-2011, 2011 by and between PALM BEACH COUNTY, a political subdivision of the State of Florida, hereinafter referred to as the "COUNTY", and , The Town of Loxahatchee Groves a municipality duly organized by the laws of the State of Florida, hereinafter referred to as the "MUNICIPALITY".

WHEREAS, the parties hereto have the common power to perform Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG) Program, and Home Investment Partnerships Program (HOME) activities within the COUNTY, said common powers being pursuant to Section 125.01, Florida Statutes, and Chapter 163, Part III, Florida Statutes; and

WHEREAS, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act" authorizes local governments to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities that will harmonize geographic, economic, population and other factors influencing the needs and development of local communities; and

WHEREAS, it is mandated by Title I of the Housing and Community Development Act of 1974, as amended, that a county must enter into Interlocal Cooperation Agreements with municipalities in its jurisdiction for the purposes of implementing CDBG activities within said municipalities; and

WHEREAS, these Interlocal Cooperation Agreements are also required to implement HOME under Title II of the National Affordable Housing Act of 1990, as amended, and ESG under the McKinney Vento Homeless Assistance Act of 1987; and

WHEREAS, the COUNTY desires to join with municipalities in order to carry out the planning and professional services necessary to implement the CDBG, ESG and HOME Programs during Federal Fiscal Years 2012, 2013, 2014; and

WHEREAS, the COUNTY and MUNICIPALITY agree to cooperate to undertake or

The Town of Loxahatchee Groves

WHEREAS, the MUNICIPALITY desires to cooperate with the COUNTY for the purpose of implementing the Community Development Block Grant, Emergency Shelter Grant, and HOME Programs.

NOW, THEREFORE, the parties hereby agree as follows:

1. The COUNTY and the MUNICIPALITY will cooperate so that the COUNTY may expend CDBG, ESG and HOME funds for eligible activities within the MUNICIPALITY during Federal Fiscal Years 2012, 2013, 2014 (including program income generated from expenditure of such funds) under Title I of the Housing and Community Development Act of 1974, as amended, Title II of National Affordable Housing Act of 1990, as amended, and McKinney Vento Homeless Assistance Act of 1987, and receive funds under these Acts.
2. The COUNTY and the MUNICIPALITY will cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities.
3. With the MUNICIPALITY'S assistance, the COUNTY will prepare a Consolidated Plan as required by the U.S. Department of Housing and Urban Development (HUD). The COUNTY will undertake or assist in undertaking all professional and administrative services necessary to prepare said application and other necessary documents, and the COUNTY will agree to take full responsibility and assume all obligations of an applicant. The COUNTY and the MUNICIPALITY agree that the COUNTY is hereby allowed to undertake or assist in undertaking essential community development and housing assistance activities within the MUNICIPALITY; however, the COUNTY has final responsibility for selecting activities and annually submitting the Consolidated Plan to HUD.
4. The MUNICIPALITY and the COUNTY will take all actions necessary to assure compliance with the urban county's certification required by

The Town of Loxahatchee Groves

Act of 1990, and other applicable laws. The COUNTY shall not use CDBG or HOME funds for activities in or in support of any MUNICIPALITY that does not affirmatively further fair housing within its own jurisdiction or that impedes the COUNTY'S actions to comply with its fair housing certification.

5. The MUNICIPALITY, by executing this Agreement, understands that it may not apply for grants under the Small Cities or State CDBG Programs from appropriations for Fiscal Years 2012, 2013, 2014; may not participate in a HOME consortium except through the COUNTY; and may not receive ESG funding from any other entity except the County; but if allowed may apply to the State for funding under the State's ESG and HOME Programs.
6. The MUNICIPALITY has adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and a policy of enforcing applicable State and local laws against physically barring entrance to, or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.
7. The COUNTY, through its Department of Housing and Community Development, shall assist the MUNICIPALITY in undertaking all professional and administrative services necessary for the purposes of implementing CDBG, ESG, or HOME activities, including preparation of all applications and other necessary documents, planning and other administrative activities, as required.
8. Pursuant to 24 CFR 570.501(b), the MUNICIPALITY is subject to the same requirements applicable to subrecipients, including the requirements of a written agreement as described in 24 CFR 570.503.
9. The MUNICIPALITY shall be responsible for notifying the COUNTY of

The Town of Loxahatchee Groves

In the event that said real property as described above is sold, conveyed or transferred after the time of acquisition and/or improvement, and said real property is sold, conveyed or transferred for usage which does not qualify as eligible under CDBG, ESG, or HOME regulations, the COUNTY shall be reimbursed in an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG or non-HOME funds) of the property by the MUNICIPALITY.

In the event of a close-out or change of status of the MUNICIPALITY, termination of this Agreement, or disposition and/or transfer of any property improved or acquired with CDBG or HOME funds, the COUNTY shall be reimbursed by the MUNICIPALITY any program income generated prior to or subsequent to said close-out, termination or change of status.

10. The COUNTY and the MUNICIPALITY will comply with the Consolidated Plan and the implementing program as outlined in the Action Plan, which governs the expenditure of CDBG, ESG, and HOME funds.

11. Pursuant to Palm Beach County Code Section 2-421 – 2-440, Palm Beach County has established the Office of the Inspector General, which is authorized and empowered to review past, present, and proposed County agreements, contracts, transactions, accounts, and records. All parties doing business with the County and receiving County funds, including the MUNICIPALITY, shall fully cooperate with the Inspector General. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and to audit, investigate, monitor, and inspect the activities of the Agency, its officers, agents, employees, and lobbyists in order to ensure compliance with this Agreement, and to detect waste, corruption, and fraud.

12. The MUNICIPALITY agrees that no person shall on the grounds of race, color, disability, national origin, religion, age, familial status, sex, sexual

The Town of Loxahatchee Groves

13. This Agreement shall give the COUNTY authority to carry out activities which will be funded from annual appropriations of CDBG, ESG and HOME entitlement funds and program income through Federal Fiscal Years 2012, 2013, 2014. The Agreement shall remain in effect until all CDBG, ESG, and HOME funds and any program income received with respect to activities carried out during the three-year qualification period are expended, and the funded activities are completed, and that the COUNTY and MUNICIPALITY may not terminate or withdraw from the Agreement while it remains in effect.
14. This Agreement is contingent upon the COUNTY'S qualification as an "urban county" and award of funds under the Housing and Community Development Act of 1974, as amended, the McKinney Vento Homeless Assistance Act of 1987, and the National Affordable Housing Act of 1990, as amended.
15. Nothing contained herein shall be deemed to authorize the delegation of the constitutional or statutory duties of the state, county or municipal officers.
16. A copy of this Agreement shall be filed with the Clerk and Comptroller in and for Palm Beach County.
17. Any prior agreements or contracts regarding the duties and obligations of the parties enumerated herein are hereby declared to be null and void.

The Town of Loxahatchee Groves

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials.

**PALM BEACH COUNTY, FLORIDA, a
Political Subdivision of the State of Florida**

ATTEST:
SHARON R. BOCK, Clerk & Comptroller

BOARD OF COUNTY COMMISSIONERS

By: *Sharon Bock*
Deputy Clerk



By: *Karen Marcus*
Karen Marcus, Chair

Approved as to Form and Legal Sufficiency:

Approved as to Terms and Conditions
Dept. of Housing & Community Development

By: *Tammy K. Fields*
Tammy K. Fields
Senior Assistant County Attorney

By: *Edward Lowery*
Edward Lowery, Director
Housing & Community Development

ATTEST:

**The Town of Loxahatchee Groves, a
municipality duly organized by the laws of
the State of Florida**

Alex Harper
Clerk

David Browning
Mayor

(SEAL)

N/A
Manager (if applicable)



Item 4.a.

PRESENTATIONS

Fiscal Year 2015 Proposed Budget



Town of Loxahatchee Groves

14579 Southern Boulevard, Suite 2 • Loxahatchee Groves, Florida 33470 • (561) 793-2418 Phone • (561) 793-2420 Fax • www.loxahatcheegrovesfl.gov

MEMORANDUM

TO: Mayor and Town Council

FROM: Mark A. Kutney, Town Manager, AICP, ICMA-CM

DATE: July 7, 2014

RE: Recommended FY 2015 Preliminary Recommended Annual Town Budget and Capital Improvement Plan

INTRODUCTION

This memorandum transmits the Town Manager's preliminary recommended Town Budget for FY 2015 and Capital Improvement Plan (CIP). The recommended budget for all funds is about 37% less than the FY2014 appropriations and is funded at \$2,888,922 which includes the following:

- General Fund Budget - \$1,118,430 - representing 39% of the total budget
- Transportation - \$368,626 – representing 28% of the total budget
- Capital Improvement Program - \$530,252 - representing 18% of the total budget for FY2015 only
- Solid Waste \$427,929 – representing 15% of the total budget.

In an abundance of caution, the originally proposed budget included revenue generated by Ad Valorem taxes at a millage rate of 1.5000 mills. Despite the verbal waiver accepted by the Town Council, this millage rate was recommended in order to provide a conservative financial buffer to meet the State Statute requirements commonly referred to as the “Three (3) Mill Equivalency” which means the Town must produce \$1,140,752.31 in revenue through specific sources. Contrary to our recommendation, the Town Council approved a motion to set the tax rate at 1.2000 mills at the meeting of July 1st, 2014. This budget is now proposed using the 1.2000 mills previously approved.

This proposed budget incorporates all the state shared revenues, updated through July 9th, 2014, provided by the Florida Revenue Estimating Conference. We believe this budget is presented as a working budget the Council can review, and provide guidance at the July 18th meeting.

BUDGET HIGHLIGHTS

The FY 2015 budget proposed by Town Management reflects an intention to move the Town forward in a progressive manner. The Town's FAAC has reviewed the annual operating budgets and CIP that was

submitted to the Council at the July 1st meeting. The FAAC and Town Council made specific changes that are now incorporated into the FY 2015 budget. Specifically, the changes implemented were to:

- Reduce the millage rate from 1.5000 mills to 1.2000 pursuant to Town Council direction that resulted in a \$19,637 revenue reduction.
- Increase Finance and Administration budget to accommodate the implementation of a Town controlled accounting software as a service (SaaS) system for \$49,000.
- Reduce the Legal budget by \$30,000 to \$90,000.
- Reduce the Contingency line item in the General Government budget recommended by FAAC by \$32,043 to \$153 in order to accommodate Town Council and FAAC recommendations.
- Increase Law Enforcement budget for PBSO police services by \$12,803 pursuant to contract increase of \$2,803 to \$283,084, and an additional \$10,000 for assistance in eradicating the illegal dumping of manure within the Town limits.
- Reduce Public Works budget by \$10,000 to \$4,000 for work related to manure disposal, delivery of items, or any related physical environment work product.

Additionally, the FAAC recommended changes and clarification to the CIP budget. The Council review of the FAAC recommendation provided for no specific changes during the July 1st meeting. As a result, the proposed CIP more specifically addresses a number of capital projects which are also incorporated in this year's Capital Improvement Plan (CIP) for FY 2015 as follows:

- Town Road surveying is budgeted at \$90,374.
- Traffic Light Signal at Okeechobee Boulevard & D Road is budgeted at \$290,944, an increase of \$46,944.
- Development of Horse Trails within the Town is budgeted at \$120,000.
- Acquisition of LGWCD OGEM roads continues for the 3rd year of 7 years at \$28,934.

The CIP budget uses an additional unreserved fund balance of \$490,252 to fund the Capital Improvement Plan as a transfer-in from the Transportation Fund.

SUMMARY

Of course, the Town Council will have the July 18th meeting, and two subsequent hearings in September to further modify the budget presented herein. We stand ready to implement the Town Council modified and approved appropriation amounts within the FY 2015 budget. During the next fiscal year, through the implementation of this budget, the Council and staff will continue to move forward with the acquisition and implementation of the Town's accounting software as a service, constructing and installing the Okeechobee Blvd Traffic Signal, development of horse trails as directed, continued replacement of traffic control signage, and hedging maintenance on Town roads.

We believe many of the community needs will be met through the implementation of this budget. We would like to take this opportunity to express our appreciation for the guidance the Town Council, and the Finance Auditing and Accounting Committee provided during the development of the FY 2015 annual budget.

Respectfully submitted



Mark A. Kutney
Town Manager
Underwood Management Services Group, LLC

Fiscal Policies

The Town of Loxahatchee Groves has adopted a comprehensive series of fiscal policies which embody recognized sound financial management concepts. It is anticipated that these policies will be amended as necessary as part of the Town's annual budget process and reconfirmed each year as a part of budget development.

The fiscal policies are organized under four subject headings:

- General Fiscal Policy presents the overall guidelines for financial and accounting practices, including the basic framework for preparing the Town's operating and capital budgets, maintaining accounting records, and funding services on a non-discriminatory basis.
- Fiscal Policy for Operating Revenue, Expenditures, and Fund Balance/Net Assets outlines the policies for budgeting and accounting for revenue and expenditure requirements, and providing adequate fund balance and net assets in the Town's various operating funds. This section includes several references to capital project funding in relation to the amount and type of support to be provided by the operating funds.
- Fiscal Policy for Investments provides guidelines for investing operating and capital balances.
- Fiscal Policy for Capital Revenue and Expenditures, and Debt Financing directly relates to the resources and requirements of the Capital Improvement Program. Included are overall policies on issuance of debt, as well as specific guidelines applicable to specific fund types.

The Town will normally adhere to these fiscal policies in the conduct of its operations. However, it must be noted that these policies are guidelines and not statutory limitations. Some of the policies, particularly with regard to unassigned fund balance or unrestricted net assets, are designed as goals to be pursued, not necessarily achieved on an annual or ongoing basis. The Town reserves the right to deviate from any or all of the fiscal policies if such action is determined by Town Council to be in the best interest of the Town.

I. GENERAL FISCAL POLICY

A. GENERAL GUIDELINES

1. The Annual Operating Budget of the Town of Loxahatchee Groves, Florida, shall balance the public service needs of the community with the fiscal capabilities of the Town. It is intended to achieve those goals and objectives established by the Council for the next fiscal year. Service programs will represent a balance of services, but with special emphasis on the Town's public safety, environmental health, and economic development. Services shall be provided on a most cost-effective basis.
2. New programs, services, or facilities shall be based on general citizen demand, need, or legislative mandate, and ability of funding.

3. The Town shall provide funding for public services on a fair and equitable basis, and shall not discriminate in providing such services on the basis of race, color, national origin, religion, sex, sexual preference, marital status, age, or disability.

B. SPECIFIC GUIDELINES

1. The Town recognizes that its citizens deserve a commitment from the Town for fiscal responsibility, and that a balanced operating budget is the cornerstone of fiscal responsibility. Operating expenditures will be fiscally balanced with revenues that can be expected to be received during the fiscal year. New programs or changes in policies that would require the expenditure of additional operating funds will be funded either through a reduction in programs of lower priority or through adjustments to rates, service charges or taxes. Requests for new or changes to programs or policy will be accompanied by an analysis of the short and long-term impact on the operational budget caused by such change or new program or policy.
2. The Town will maintain adequate minimum fund balance/net assets in the Town's various operating funds to provide the capacity to: a) provide sufficient cash flow for daily financial needs, b) secure and maintain investment grade bond ratings, c) provide funds for unforeseen expenditures related to emergencies. General fund will maintain fund balance categories in accordance with GASB Statement 54 Fund Balance Reporting and Governmental Fund Type Definitions. Within the governmental funds of the Town, fund balance shall be composed of Non-spendable, Restricted, Committed, Assigned, and Unassigned amounts.
 - Non-spendable fund balance consists of amounts that are not in spendable form such as inventory and prepaid items.
 - Restricted fund balance consists of amounts which can be spent only for the specific purposes stipulated by external resource providers such as creditors and grantors or imposed by law through constitutional provisions or enabling legislation.
 - Committed fund balance consists of amounts that can be used only for specific purposes determined by formal action of the Council, the Town's highest level of decision making authority, and may be changed only by the same formal action.
 - Assigned fund balance consists of amounts that the Town intends to use for specific purposes that are neither restricted nor committed; the intent shall be expressed by the Town Manager.
 - Unassigned fund balance is the residual amounts available for any purpose for the General fund and includes amounts that are not contained in the other classifications.

With regard to the spending order of the fund balances, the Town uses restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing so, such as in grant agreements requiring dollar for dollar spending. Additionally, the Town would first use committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

3. The Town shall prepare and implement a Capital Improvement Program (CIP), consistent with State requirements, which shall schedule the funding and construction of projects for a five-year period, including a one-year CIP Budget. The Capital Improvement Program shall balance the needs for improved public facilities and infrastructure, consistent with the Town's Comprehensive Plan, within the fiscal capabilities of the Town.
4. The Town shall maintain its accounting records in accordance with generally accepted accounting principles (GAAP), applied to governmental units as promulgated by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
5. The Town shall maintain its capital and non-capital asset records in accordance with the policy and procedures set forth by the Town Manager. Individual asset costing \$5,000 or more shall be capitalized. However, non-capital mobile assets costing \$1,000 or more and electronic equipment shall be tracked for inventory purposes. Asset inventory shall be performed annually to ensure the accountability of Town assets. Missing assets shall be reported to appropriate law enforcement and Town Council.
6. Budgets and expenditures for the Town shall be under Council appropriation control at the departmental level.
7. Inter-fund loans must be supported by a fiscally sound source of funds available for repayment.
8. Preparation of the Town's Budget shall be in such format as to allow correlation with the costs reported in the Town's Comprehensive Annual Financial Report, with content of said Budget to include that required by Town Charter, Florida Statute, or as later revised by Resolution of the Town Council. Detailed estimates shall be by account at the division or program level, and summarized and adopted at departmental level.
9. An analysis shall be made to determine the project life cycle cost of ownership where it is proposed that facilities be leased or rented, and if such cost will commit the Town to \$50,000 or more in any one year.

II. FISCAL POLICY FOR OPERATING REVENUE, EXPENDITURES AND FUND BALANCE/NET ASSETS

A. GENERAL GUIDELINES

1. Revenue
 - a. Revenue projections will be based on an analysis of historical trends and reasonable assumptions made on a conservative basis of future conditions to ensure that estimates are realized.
 - b. The Town will not use long-term debt to finance expenditures required for current operations.

- c. As a general rule, operating budgets will be balanced using current year revenues to finance current year expenditures. Unassigned fund balance shall not normally be budgeted as a resource to support routine annual operating expenses. However, balances exceeding the policy targets may be budgeted as a resource to support capital, debt, or extraordinary major maintenance needs on a non-recurring basis, or for specific purposes, as designated.

2. Expenditures

- a. Normal maintenance requirements necessary to sustain the basic asset value will be included in the expenditure budget of the proper operating fund.
- b. Funding will be provided for major improvements and automation of services based on multiple-year planning, appropriate cost-benefit analysis, and life cycle costing.
- c. Future capital improvement requirements and equipment replacement will be included in operating budget plans or in the CIP. The annual amount set aside to provide reserves for future capital requirements, will be tailored to the needs of the specific operation, if not established by bond resolution, and will be above the specified fund balance or net assets.

3. Unassigned Fund Balance/ Unrestricted Net Assets

- a. Maintaining an adequate fund balance or net assets is essential to the Town's financial health. The unassigned fund balance for fiscal reserve and unrestricted net assets will be considered adequate between a minimum of 25% and a maximum of 30% of the current year's operating appropriations, including transfers, for the General Fund; a minimum of 10% and a maximum of 25% of the current year's operating appropriations, including transfers, will be considered adequate unrestricted net assets for the Enterprise Operating Funds.
- b. Amounts above those indicated in paragraph 3.a. may be assigned or committed within unassigned fund balance or unrestricted net assets for non-recurring purposes.
- c. The balances of each fund will be maintained by using a conservative approach in estimating revenues and by ensuring expenditures do not exceed appropriations.
- d. Any anticipated deficit of operating expenditures over revenues at year-end will be provided for in the current year's budget amendment process through fund balance/net asset appropriations.
- e. In the event that sufficient unassigned fund balance/unrestricted net asset targets are not met, a proposed revenue enhancement and/or service level reduction plan to achieve the target shall be submitted to the Council for the subsequent year budget consideration. The replenishment to the expected minimum level shall be completed within five years.

B. SPECIFIC GUIDELINES

1. General Fund

- a. The General Fund is the principal operating fund of the Town and will account for activities not reported in another type of fund for legal or managerial reasons.
- b. The operating budget of the General Fund will be prepared based on 95% of the certified taxable value of the property tax roll and conservative estimates of other sources of General Fund revenue.
- c. Service charges and user fees for all General Fund services will be analyzed to ensure an appropriate proportional recovery of direct costs and overhead.

2. Special Revenue Funds

- a. Special revenue funds will be used to account for specific revenue sources that are restricted to expenditures for specific purposes. Dedicated operations that cover only a substantial portion of their costs by user fees and charges, and therefore require ongoing operating subsidies, will be classified as special revenue funds.

3. Proprietary or enterprise Funds

- a. Proprietary funds will be used to account for those activities where the costs are expected to be funded by user fees and charges.
- b. Proprietary Funds will pay the General Fund their proportionate share of the cost of general administrative departments. Solid Waste is able to produce sufficient revenue from service charges to fully recover all direct operating costs and overhead. Initial startup of operations or specific circumstances may require an individual enterprise to be subsidized for a limited period of time; however, it is fully expected that these operations will be totally self-supporting over time and will repay any subsidy to the General Fund as revenues permit.
- c. Service charges, rent and fee structures will be established to ensure recovery of all costs.
- d. The expenditure requirements of the Proprietary Funds will include all expenses of the operations, as well as any transfers to capital project funds and debt service funds.
- e. A review of service cost and rate structures for Solid Waste charges will be performed on an annual basis. The adopted budget will set forth the cost requirements to be recovered by the service charges, which will be based on the cost of services provided.

III. FISCAL POLICY FOR INVESTMENTS

A. GENERAL GUIDELINES

1. The investment of Town funds shall be controlled by the Town's "Investment Policy" and shall conform to Florida Statutes Chapters 166.261 and 218.415.
2. Sufficient operating funds are to be deposited with a Qualified Florida Public Depository. The balance of investible cash may be deposited with the investment pools of the State or the Florida League of Cities, or be invested in authorized money market funds and other investment vehicles held at other asset management firms as defined in the Town investment policy, if applicable.
3. Bond or loan proceeds for construction and reserve funds are to be held in a qualified financial institution or LGIP type of pool, separate from the Town's operating accounts, if applicable. The proceeds temporarily invested are excluded from the investment portfolio for the purpose of calculating maximum exposure per investment service provider.

IV. FISCAL POLICY FOR CAPITAL REVENUE AND EXPENDITURES AND DEBT FINANCING

A. GENERAL GUIDELINES

1. Revenue
 - a. Revenue projections for the one-year Capital Improvement Program Budget and five-year Capital Improvement Program Plan shall be based on conservative assumptions of dedicated revenue sources.
2. Expenditures
 - a. Capital projects shall be justified in relation to the Town's Comprehensive Plan.
 - b. Estimated requirements for capital projects shall include all costs reasonably associated with the completion of the project.
 - c. The impact of each project on the operating revenues and expenditures of the Town shall be analyzed as required by the General Fiscal Policy stated above.
 - d. Consistent with IRS regulations, debt repayment will not exceed the average life of improvements.
3. Debt Financing

The Town can only enter into Debt obligations of any form through a Referendum of the Electorate pursuant to Town of Loxahatchee Groves Charter Section Section 6. Budget and Appropriations. (5) Bonds; Indebtedness (a).

- a. Long Term Debt: Annual debt service payments may be structured to provide level cost over the life of a bond issue, unless fiscal or other constraints dictate an alternative approach. A policy of full disclosure will be followed in all financial reports and official statements for debt.
- b. Medium Term Debt: Lease-purchase agreements, bonds, loans, or other debt instruments may be used as a medium-term (3 to 10 years) method of borrowing for the financing of vehicles, other specialized types of equipment, or other capital improvements. The equipment or improvement must have an expected life of more than three years. The Town will determine and utilize the least costly financing methods available. Such debt arrangements will be repaid within the expected life of the equipment or improvement acquired.
- c. Short Term Debt: Short-Term borrowing may be utilized for temporary funding of anticipated tax revenues; anticipated grant payments, anticipated bond proceeds, or other expected revenues. Anticipated funding is defined as an assured revenue source with the anticipated amount based on conservative estimates. Such borrowing may utilize a short-term note maturing before the end of the current appropriation period. Other short-term debt, such as tax-exempt commercial paper, bond anticipation notes, tax anticipation notes, or grant anticipation notes, may be used when it provides immediate financing and an interest advantage, or delays long-term debt until market conditions are more favorable. The Town will determine and utilize the least costly method for short-term borrowing. Short-term debt may be refunded in accordance with applicable Federal laws.

B. SPECIFIC GUIDELINES

1. General Capital Improvements: General capital improvements, or those improvements not related to Town-owned enterprises, may be funded from General Fund revenues or fund balances, the sale of revenue bonds or general obligation bonds/loans, and from special revenues, special assessments and grants.
 - a. Pay-As-You-Go Capital Improvements: Pay-as-you-go capital improvements may be funded from General Fund revenues or fund balances, state and federal grants, special assessments, or other sources of revenue which may become available to the Town. Major capital projects related to the delivery of general public services shall be paid from general purpose revenues. It is recognized that the allocation of funds in any given year of the program may vary significantly from these parameters due to prioritization and scheduling of projects.
 - b. Special Assessments: When special assessments are used, the interest rate charged will be established by Town Council consistent with State law.
 - c. Revenue Bond Debt Limit: Sale of revenue bonds for capital improvements will be limited to that amount which can be supported from the pledge of the specific revenue.

2. Enterprise Capital Improvements: Enterprise funds improvements may be funded from operating revenue or unrestricted net assets, the sale of revenue bonds, loans, special assessments and grants.
 - a. Pay-As-You-Go Capital Improvements: Enterprise funds may support needed capital improvements on a pay-as-you-go basis from operating revenues or from unrestricted net assets, assessments, and grants. Major capital projects related to the delivery of Town owned enterprises will be paid from the revenue of that enterprise fund.
 - b. Special Assessments: When special assessments are used for enterprise-related improvements, the interest rate charged will be established by Town Council consistent with State law.
 - c. Revenue bond Debt Limit: Sale of revenue bonds will be limited to that amount which can be supported from user fees generated, or combination of other revenues.



**Recommended Revenue Estimates and Appropriations
for Fiscal Year 2014-15**

General Fund									
Estimated Revenues									
Acct	Account	FY 10-11 UNAUDITED FINAL	FY 11-12 Audited	FY 12-13 Audited	FY 13-14 Budget	Year to Date May 30, 2014	FY 2014-15 Proposed Budget	FAAC Proposed Budget	Council Recommend
001-311-100-000	Ad Valorem Taxes	265,670	214,645	210,006	197,297	201,265	258,509	283,660	238,872
	Taxes - Ad Valorem Taxes Subtotal	265,670	214,645	210,006	197,297	201,265	258,509	283,660	238,872
001-314-100-000	Electric Utility Tax	223,319	203,118	225,396	203,000	138,048	203,000	203,000	203,000
001-315-100-000	Communications Services	153,947	138,478	117,082	125,446	59,903	105,000	105,000	103,352
001-316-200-000	County Occupational License	9,596	10,419	8,588	5,000	4,401	5,000	5,000	5,000
	Taxes Subtotal	386,862	352,015	351,066	333,446	202,352.00	313,000	313,000	311,352
001-323-100-000	FPL Franchise Fee	219,169	188,222	185,002	200,000	91,241	185,000	185,000	185,000
001-323-125-000	Haulers Licensing Fee	-	-	2,000	2,000	3,805	-	-	-
001-323-300-000	PBC Water Utility Franchise	10,727	5,048	5,550	5,050	3,716	5,050	5,050	5,050
001-329-100-000	Planning & Zoning Permit	-	99	976	100	4,022	2,000	2,000	2,000
	Permits, Franchise Fees & Special Subtotal	229,896	193,369	193,528	207,150	102,784.00	192,050	192,050	192,050
001-335-120-000	State Revenue Sharing	75,405	77,999	78,495	85,446	51,510	85,446	85,446	90,633
001-335-180-000	Half Cent Sales Tax	221,950	207,901	217,322	224,014	139,740	224,014	224,014	243,375
	Intergovernmental Revenue Subtotal	297,355	285,900	295,817	309,460	191,250	309,460	309,460	334,008
001-341-000-000	General Government Charges	2,352	7,702	11,007	7,000	2,493	5,000	4,000	4,000
001-343-349-000	Cost Recovery Fees	-	53,948	34,110	25,000	21,471	35,000	35,000	35,000
	Charges for Services Subtotal	2,352	61,650	45,117	32,000	23,964.00	40,000	39,000	39,000
001-351-100-000	Court Fines	-	-	1,411	2,500	-	-	-	-
001-354-100-000	Code Enforcement Fines	-	35,727	300	5,000	9,648	300	300	300
	Judgments, Fines & Forfeits Subtotal	-	35,727	1,711	7,500	9,648	300	300	300
001-361-100-000	Interest	3,345	355	217	5,000	108	200	200	200
001-369-000-000	Other Misc. Income	5,069	50,649	2,204	5,000	2,992	1,000	1,000	1,000
	Other Misc. Revenue Subtotal	8,414	51,004	2,421	10,000	3,100.00	1,200	1,200	1,200
001-385-100-000	Transfer from Solid Waste Fund	11,649	-	-	-	-	-	-	-
001-399-000-000	Transfer from Fund Balance	-	-	-	-	-	49,000	-	-
	Other Non-operating Sources Total	11,649	-	-	-	-	49,000	-	-
Grand Total Revenue		1,202,198	1,194,310	1,099,666	1,096,853	734,363	1,114,519	1,187,670	1,116,782

General Fund

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
Revenues						
001-311-100-000	Ad Valorem Taxes		\$258,509	\$283,660	\$238,872	\$0
		Preliminary budget based on prior year taxable value of \$181,409,488 at 1.5000 mills; FAAC approves millage rate of 1.5000 mills	\$258,509	\$258,509	\$0	
		Final Taxable value from property appraiser provided June 26, 2014, is \$199,060,238 at 1.5000 mills recommended by the FAAC	\$283,660	\$283,660		
		Final Taxable value from property appraiser provided June 26, 2014, is \$199,060,238 at 1.2000 mills based upon Town Council motion at the July 1, 2014 meeting			\$238,872	
001-314-100-000	Electric Utility Tax		\$203,000	\$203,000	\$203,000	\$0
		Use Prior year estimate	\$203,000	\$203,000	\$203,000	
001-315-100-000	Communications Services		\$105,000	\$105,000	\$105,000	\$0
		Decrease based on current run rate of revenue contribution	\$105,000	\$105,000	\$105,000	
001-316-200-000	County Occupational License		\$5,000	\$5,000	\$5,000	\$0
		No anticipated increase	\$5,000	\$5,000	\$5,000	
001-323-100-000	FPL Franchise Fee		\$185,000	\$185,000	\$185,000	\$0
		Using the audited FY13 actual. Current year may not meet the estimate	\$185,000	\$185,000	\$185,000	
001-323-125-000	Haulers Licensing Fee		\$0	\$0	\$0	\$0
		Activity halted by Town Council Ordinance	\$0	\$0	\$0	
001-323-300-000	PBC Water Utility Franchise		\$5,050	\$5,050	\$5,050	\$0
		No increase estimated for next year	\$5,050	\$5,050	\$5,050	
001-329-100-000	Planning & Zoning Permit		\$2,000	\$2,000	\$2,000	\$0
		Estimating an increase due to economic recovery continuing.	\$2,000	\$2,000	\$2,000	
001-335-120-000	State Revenue Sharing		\$85,446	\$85,446	\$90,633	\$0
		Estimate used based on FY13 year state revenue estimating conference projections. New estimates from the State will be provided later	\$85,446	\$85,446		
		Estimate based on FY14 year state revenue estimating conference projections.			\$90,633	
001-335-180-000	Half Cent Sales Tax		\$224,014	\$224,014	\$243,375	\$0
		Estimate used based on FY13 year state revenue estimating conference projections. New estimates from the State will be provided later	\$224,014	\$224,014		

General Fund

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
		<i>Estimate based on FY14 year state revenue estimating conference projections.</i>			\$243,375	
001-341-000-000	General Government Charges		\$5,000	\$4,000	\$4,000	\$0
		Reduced based on the fact the Town is not receiving any registration funds from the Town's contractor Vacant Registry	\$5,000	\$4,000	\$4,000	
001-343-349-000	Cost Recovery Fees		\$35,000	\$35,000	\$35,000	\$0
		Estimate used will be used for appropriation to perform this function	\$35,000	\$35,000	\$35,000	
001-351-100-000	Court Fines		\$0	\$0	\$0	\$0
			\$0	\$0	\$0	
001-354-100-000	Code Enforcement Fines		\$300	\$300	\$300	\$0
		The Town has a reactive code enforcement system and fees generated can not be predicted with any level of confident accuracy	\$300	\$300	\$300	
001-361-100-000	Interest		\$200	\$200	\$200	\$0
		Interest rates continue to remain extremely low	\$200	\$200	\$200	
001-369-000-000	Other Misc. Income		\$1,000	\$1,000	\$1,000	\$0
		Election filing fees, insurance reimbursements, and other non-classified revenues specifically identified.	\$1,000	\$1,000	\$1,000	
001-385-100-000	Transfer from Solid Waste Fund		\$0	\$0	\$0	\$0
		No funds anticipated this FY				
001-399-000-000	Transfer from Fund Balance		\$0	\$49,000	\$0	\$0
		No funds anticipated this FY				
				\$49,000		
		<i>Increased based upon Town Council motion at the July 1, 2014 meeting</i>				\$0



**Recommended Revenue Estimates and Appropriations
for Fiscal Year 2014-15**

General Fund Appropriations										
	Account	FY 10-11 UNAUDITED FINAL	FY 11-12 Audited	FY 12-13 Audited	FY 13-14 Budget	Year to Date May 30, 2014	FY 2014-15 Proposed Budget	FAAC Proposed Budget	Council Recommend	Council Adopted
Legislative										
001-511-310-000	Professional Services	-		650	60,000	-	-	-	-	-
001-511-400-000	Travel	211	863	92	3,000	-	3,000	3,000	3,000	-
001-511-420-000	Postage & Freight - (was legal Advertising)	-	-	-	-	-	-	-	-	-
001-511-492-000	Other Operating Expenses	595	2,644	1,084	1,500	196	1,500	1,500	1,500	-
001-511-499-000	Other Current Charges - Council Reimbursement	-	-	15,000	30,000	22,500	30,000	30,000	30,000	-
001-511-500-000	Education & Training	(125)	300	-	1,000	-	1,000	1,000	1,000	-
001-511-510-000	Office Supplies	-	158	52	300	-	300	300	300	-
001-511-520-000	Operating Supplies	55	-	-	300	-	300	300	300	-
001-511-540-000	Books, Publications & Subscriptions	5,034	1,296	4,244	2,435	4,240	2,435	2,435	2,435	-
001-511-820-000	Special Events/Contributions	1,513	4,662	3,327	5,350	5,500	5,350	4,000	4,000	-
	Legislative Total	7,283	9,923	24,449	103,885	32,436	43,885	42,535	42,535	-
Executive										
001-512-340-000	Other Services	200,000	256,843	256,414	264,106	176,071	268,596	268,596	268,596	-
001-512-400-000	Travel	460	812	1,323	1,000	657	1,500	1,500	1,500	-
001-512-410-000	Communication Services - Moved to Gen Govt.	5,620	3,102	-	-	-	-	-	-	-
001-512-420-000	Postage & Freight	1,043	689	1,982	1,000	355	1,000	1,000	1,000	-
001-512-490-000	Legal Advertising - (NEW)	-	7,282	817	1,000	142	500	500	500	-
001-512-492-000	Other Operating Expenses	4,932	862	193	944	287	944	944	944	-
001-512-493-000	Election Expense	5,546	-	6,961	8,010	248	8,010	8,010	8,010	-
001-512-510-000	Office Supplies	1,972	6,861	10,318	8,600	8,056	12,000	12,000	12,000	-
001-512-521-000	Loxahatchee Groves CERT - Moved to Gen Govt	2,950	665	-	-	-	-	-	-	-
001-512-540-000	Books, Publications & Subscriptions	883	427	-	570	450	570	570	570	-
	Executive Total	223,406	277,543	278,008	285,230	186,266	293,120	293,120	293,120	-
Financial and Administrative										
001-513-320-000	Accounting and Auditing	15,000	19,750	16,100	18,000	16,700	18,000	18,000	18,000	-
001-513-470-000	Printing and Binding	3,591	4,055	2,817	4,750	-	1,750	1,750	1,750	-
001-513-490-000	Legal Advertising	7,972	2,285	910	1,500	910	2,000	2,000	2,000	-
001-513-491-000	Computer Services	-	-	-	-	-	-	49,000	49,000	-
001-513-493-000	Election Expense - moved to Executive	-	-	-	-	-	-	-	-	-
	Financial & Administrative Total	26,563	26,090	19,827	24,250	17,610	21,750	70,750	70,750	-
Legal										
001-514-310-000	Professional Services	73,472	67,402	106,975	90,000	62,760	120,000	120,000	90,000	-
001-514-312-000	Legal Comprehensive Plan	42,627	-	-	-	-	-	-	-	-
	Legal Total	116,099	67,402	106,975	90,000	62,760	120,000	120,000	90,000	-

Legislative

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
001-511-310-000	Professional Services		\$0	\$0	\$0	\$0
001-511-400-000	Travel		\$3,000	\$3,000	\$3,000	\$0
		Transportation Reimbursement as necessary	\$1,000	\$1,000	\$1,000	\$0
		Misc Expenses	\$2,000	\$2,000	\$2,000	\$0
001-511-420-000	Postage & Freight - (was legal Advertising)		\$0	\$0	\$0	\$0
001-511-492-000	Other Operating Expenses		\$1,500	\$1,500	\$1,500	\$0
		Meeting expenses	\$500	\$500	\$500	\$0
		Town brand marketing	\$1,000	\$1,000	\$1,000	\$0
001-511-499-000	Other Current Charges - Council	001-511-499-000	\$30,000	\$30,000	\$30,000	
		Town Council Reimbursement @ \$500 per month per Council	\$30,000	\$30,000	\$30,000	
001-511-500-000	Education & Training		\$1,000	\$1,000	\$1,000	\$0
		Misc Seminars	\$1,000	\$1,000	\$1,000	\$0
001-511-510-000	Office Supplies		\$300	\$300	\$300	\$0
		Misc office supplies	\$300	\$300	\$300	\$0
001-511-520-000	Operating Supplies		\$300	\$300	\$300	\$0
		Misc supplies	\$300	\$300	\$300	\$0

Legislative

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
001-511-540-000	Books, Publications & Subscriptions		\$2,435	\$2,435	\$2,435	\$0
		Florida League of Cities - annual membership	\$500	\$500	\$500	\$0
		Government Finance Officers Association Annual Membership	\$160	\$160	\$160	\$0
		Palm Beach County League of Cities	\$550	\$550	\$550	\$0
		Palm West Chamber of Commerce - annual membership	\$225	\$225	\$225	\$0
		Palm Beach County League of Cities - small cities hosting	\$500	\$500	\$500	\$0
		Miscellaneous subscriptions	\$500	\$500	\$500	\$0
001-511-820-000	Special Events/Contributions		\$5,350	\$4,000	\$4,000	\$0
		Holiday Parade supplies	\$350	\$0	\$0	\$0
		Holiday Parade Float	\$1,000	\$0	\$0	\$0
		Volunteer Committee Member Appreciation	\$2,000	\$2,000	\$2,000	\$0
		Other unscheduled events	\$2,000	\$2,000	\$2,000	\$0

Executive

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
001-512-340-000	Other Services		\$268,596	\$268,596	\$268,596	\$0
		UMSG - Contract Management Services up CPI @ 1.7%	\$268,596	\$268,596	\$268,596	
001-512-400-000	Travel		\$1,500	\$1,500	\$1,500	\$0
		Town Manager Mileage & Misc. reimbursement	\$1,500	\$1,500	\$1,500	
001-512-410-000	Communication Services - Moved to Gen Govt.		\$0	\$0	\$0	\$0
		Account moved to General Government				
001-512-420-000	Postage & Freight		\$1,000	\$1,000	\$1,000	\$0
		General, Code Enforcement, and Special Magistrate notificati	\$1,000	\$1,000	\$1,000	
001-512-490-000	Legal Advertising - (NEW)		\$500	\$500	\$500	\$0
		General notices, procurement, and ordinance advertising	\$500	\$500	\$500	
001-512-492-000	Other Operating Expenses		\$944	\$944	\$944	\$0
		Recording Fees	\$500	\$500	\$500	
		Credit Card Machine and fees	\$444	\$444	\$444	
001-512-493-000	Election Expense		\$8,010	\$8,010	\$8,010	\$0
		Advertising	\$1,300	\$1,300	\$1,300	
		Election Inspectors compensation	\$800	\$800	\$800	
		Law Enforcement escort service	\$160	\$160	\$160	
		Training and expenses	\$2,250	\$2,250	\$2,250	
		Palm Beach County Supervisor of Election charges	\$3,500	\$3,500	\$3,500	
001-512-510-000	Office Supplies		\$12,000	\$12,000	\$12,000	\$0
		TCI Automation - Per page printing charges - 2 copiers	\$6,000	\$6,000	\$6,000	
		Misc office supplies for Town Hall	\$6,000	\$6,000	\$6,000	

Executive

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
001-512-521-000	Loxahatchee Groves CERT - Moved to Gen Govt		\$0	\$0	\$0	
		Account moved to General Government	\$0	\$0	\$0	\$0
001-512-540-000	Books, Publications & Subscriptions		\$570	\$570	\$570	\$0
		GFOA for CAFR submission	\$320	\$320	\$320	
		Misc publication	\$250	\$250	\$250	

Financial and Administrative

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
001-513-320-000	Accounting and Auditing		\$18,000	\$18,000	\$18,000	\$0
		Nowlen Holt & Miner - auditing services	\$18,000	\$18,000	\$18,000	
001-513-470-000	Printing and Binding		\$1,750	\$1,750	\$1,750	\$0
		Business cards	\$1,000	\$1,000	\$1,000	
		Misc reports and submission	\$750	\$750	\$750	
					\$0	
001-513-490-000	Legal Advertising		\$2,000	\$2,000	\$2,000	\$0
		TRIM notices	\$2,000	\$2,000	\$2,000	
001-513-491-000	Computer Services		\$0	\$49,000	\$49,000	
		SaaS Accounting System Startup cost		\$49,000	\$49,000	
						\$0

Legal

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
001-514-310-000	Professional Services		\$120,000	\$120,000	\$90,000	\$0
		Goren,Cherof, Doody & Ezrol, PA - Legal Counsel	\$120,000	\$120,000	\$0	
		<i>Reduced based upon Town Council motion at the July 1, 2014 meeting</i>	\$0	\$0	\$90,000	
001-514-312-000	Legal Comprehensive Plan		\$0	\$0	\$0	\$0

**Recommended Revenue Estimates and Appropriations
for Fiscal Year 2014-15**



**General Fund
Appropriations**

	Account	FY 10-11 UNAUDITED FINAL	FY 11-12 Audited	FY 12-13 Audited	FY 13-14 Budget	Year to Date May 30, 2014	FY 2014-15 Proposed Budget	FAAC Proposed Budget	Council Recommend
Planning and Zoning									
001-515-310-000	Professional Services	-	25,000	56,603	40,000	20,904	40,000	40,000	40,000
001-515-340-000	Other Services	2,962	-	76,733	79,042	52,694	80,385	80,385	80,385
001-515-343-000	Planning & Zoning Contract	7,894	5,825	-	20,000	876	20,000	20,000	20,000
001-515-347-000	Comprehensive Plan	10,558	-	-	-	-	-	-	-
001-515-349-000	Cost Recovery Expenditure	-	53,948	38,288	25,000	21,712	35,000	35,000	35,000
001-515-490-000	Legal Advertising	-	-	4,524	6,000	9,332	10,000	10,000	10,000
	Comprehensive Planning & Zoning Total	21,414	84,773	176,148	164,042	105,518	185,385	185,385	185,385
Other General Government									
001-519-315-000	Special Magistrate	-	19,299	24,074	16,000	7,604	16,000	16,000	16,000
001-519-354-000	Code Compliance	56,573	25,612	28,100	41,000	12,283	38,000	38,000	38,000
001-519-410-000	Communications Services	-	2,278	5,742	5,700	4,432	6,800	6,800	6,800
001-519-440-000	Rentals and Leases	12,998	17,241	18,634	20,000	12,284	34,783	34,783	34,783
001-519-450-000	Insurance	5,538	16,372	23,023	18,000	15,111	18,000	18,000	18,000
001-519-460-000	Repair & Maint - Building	154	6,225	2,400	2,450	1,600	3,600	3,600	3,600
001-519-470-000	Printing and Binding	6,917	705	-	-	-	-	-	-
001-519-480-000	Promotional Activities	354	-	-	-	-	-	-	-
001-519-490-000	Computer Equip Software & Hardware Repair	-	25,056	1,727	2,500	739	5,500	5,500	5,500
001-519-491-000	Computer Services	-	-	3,370	3,631	2,445	7,292	7,292	7,292
001-519-494-000	Inspector General Office	-	468	-	5,280	2,218	5,280	5,280	5,280
001-519-810-000	Aids to Government Agenc	-	-	28,893	-	-	-	-	-
001-519-820-000	Loxahatchee Groves CERT	-	-	2,853	2,000	208	2,000	2,000	2,000
001-519-900-000	Transfer to Transportation Fund	-	48,913	-	-	-	-	-	-
001-519-910-000	Transfer to Sanitation Fund	-	-	-	-	-	-	-	-
001-519-920-000	Transfer to Capital Projects	-	1,000,000	-	-	-	-	-	-
001-519-990-000	Contingency	-	-	-	12,104	-	18,343	33,844	153
	Other Governmental Services Total	82,534	1,162,169	138,816	128,665	58,924	155,598	171,099	137,408
Law Enforcement									
001-521-341-000	Professional Services-PBSO	274,785	274,785	275,243	280,281	186,854	280,281	280,281	283,084
001-521-342-000	Contractual-ADDL PBSO	-	126	-	500	-	500	10,500	10,500
	Law Enforcement Total	274,785	274,911	275,243	280,781	186,854	280,781	290,781	293,584
Public Works									
001-539-340-000	Other Services	407	1,847	2,950	14,000	1,350	14,000	14,000	4,000
001-541-310-000	Professional Services	-	-	-	-	-	-	-	-
	Public Works Total	407	1,847	2,950	14,000	1,350	14,000	14,000	4,000
	Grand Total Expenditure	752,491	1,904,658	1,022,416	651,718	1,114,519	1,187,670	1,116,782	

Planning and Zoning

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
001-515-310-000	Professional Services		\$40,000	\$40,000	\$40,000	\$0
		Town initiated engineering services	\$40,000	\$40,000	\$40,000	
001-515-340-000	Other Services		\$80,385	\$80,385	\$80,385	\$0
		UMSG - planning & zoning services CPI @ 1.6%	\$80,385	\$80,385	\$80,385	
001-515-343-000	Planning & Zoning Contract		\$20,000	\$20,000	\$20,000	\$0
		Land Research Management - Town initiated planning services	\$20,000	\$20,000	\$20,000	\$0
001-515-347-000	Comprehensive Plan		\$0	\$0	\$0	\$0
		Modifications - Capital Improvement Element	\$0	\$0	\$0	
001-515-349-000	Cost Recovery Expenditure		\$35,000	\$35,000	\$35,000	\$0
		Various projects (TBD)	\$35,000	\$35,000	\$35,000	
001-515-490-000	Legal Advertising		\$10,000	\$10,000	\$10,000	\$0
		Planning & Zoning Avertising non-cost recovery matters	\$10,000	\$10,000	\$10,000	

Other General Government

Account Number	Account Title	Detail Description	Amount	FAAC	Amount	Council Adopted
001-519-315-000	Special Magistrate		\$16,000	\$16,000	\$16,000	\$0
		Caldwell & Pacetti - Special Magistrate	\$16,000	\$16,000	\$16,000	
001-519-354-000	Code Compliance		\$38,000	\$38,000	\$38,000	\$0
		Tew & Taylor - code enforcement case presentment	\$35,000	\$35,000	\$35,000	
		Miscellaneous services and support	\$3,000	\$3,000	\$3,000	
001-519-410-000	Communications Services		\$6,800	\$6,800	\$6,800	\$0
		ATT - Telephone and Long Distance Services	\$3,600	\$3,600	\$3,600	
		Comcast - Internet Services	\$2,500	\$2,500	\$2,500	
		Boost Mobile	\$700	\$700	\$700	
001-519-440-000	Rentals and Leases		\$34,783	\$34,783	\$34,783	\$0
		TCI automation - Toshiba copier rental	\$4,200	\$4,200	\$4,200	
		Easy Self-Storage - unit	\$1,788	\$1,788	\$1,788	
		Meeting Room rentals - 3 meeting monthly	\$300	\$300	\$300	
		Yee's Corporation - Office suites	\$24,000	\$24,000	\$24,000	
		Drinking water service	\$300	\$300	\$300	
		Miscellaneous rental or leases	\$4,195	\$4,195	\$4,195	
001-519-450-000	Insurance		\$18,000	\$18,000	\$18,000	\$0
		Florida League of Cities - General Liability	\$18,000	\$18,000	\$18,000	
001-519-460-000	Repair & Maint - Building		\$3,600	\$3,600	\$3,600	\$0
		Cleaning services	\$3,600	\$3,600	\$3,600	
001-519-470-000	Printing and Binding		\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
001-519-480-000	Promotional Activities		\$0	\$0	\$0	\$0
				\$0	\$0	\$0
001-519-490-000	Computer Equip Software & Hardware Repair		\$5,500	\$5,500	\$5,500	\$0
		Misc. software upgrades	\$1,500	\$1,500	\$1,500	
		Replacement of Town Council hardware	\$1,200	\$1,200	\$1,200	
		Update Microsoft Office Pro Suite @ \$400 each	\$2,800	\$2,800	\$2,800	
001-519-491-000	Computer Services		\$7,292	\$7,292	\$7,292	\$0
		Hosting - e-City Services	\$1,500	\$1,500	\$1,500	
		Microsoft Exchange 14 - email	\$1,698	\$1,698	\$1,698	
		Dropbox	\$1,045	\$1,045	\$1,045	
		Streaming video from eCity Services	\$3,000	\$3,000	\$3,000	
		Carbonite	\$49	\$49	\$49	
001-519-494-000	Inspector General Office		\$5,280	\$5,280	\$5,280	\$0
		Various contract requirements	\$5,280	\$5,280	\$5,280	

Other General Government

Account Number	Account Title	Detail Description	Amount	FAAC	Amount	Council Adopted
001-519-820-000	Loxahatchee Groves CERT		\$2,000	\$2,000	\$2,000	\$0
		Annual contribution	\$2,000	\$2,000	\$2,000	
001-519-900-000	Transfer to Transportation Fund		\$0	\$0	\$0	\$0
				\$0		\$0
001-519-910-000	Transfer to Sanitation Fund		\$0	\$0	\$0	\$0
			\$0	\$0	\$0	
001-519-920-000	Transfer to Capital Projects		\$0	\$0	\$0	\$0
			\$0	\$0	\$0	
001-519-990-000	Contingency		\$18,343	\$33,844	\$153	\$0
			\$18,343	\$33,844	\$153	

Law Enforcement

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
001-521-341-000	Professional Services-PBSO		\$280,281	\$280,281	\$283,084	\$0
		2% increase for FY2014	\$280,281	\$280,281	\$0	
		<i>Increase based upon PBSO contract renewal</i>			\$283,084	
001-521-342-000	Contractual-ADDL PBSO		\$500	\$10,500	\$10,500	\$0
		Misc. detail shifts for BSO	\$500	\$10,500	\$10,500	

Public Works

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
001-539-340-000	Other Services		\$14,000	\$14,000	\$4,000	\$0
		Miscellaneous physical environment services	\$14,000	\$14,000	\$0	
		<i>Reduced based upon Town Council motion at the July 1, 2014 meeting</i>			\$ 4,000	
001-541-310-000	Professional Services		\$0	\$0	\$0	\$0
			\$0	\$0	\$0	



Transportation Fund

Estimate Revenues

	Account	FY 10-11 UNAUDITED FINAL	FY 11-12 Audited	FY 12-13 Audited	FY 13-14 Budget	Year to Date May 30, 2014	FY 2014-15 Proposed Budget	FAAC Proposed Budget	Council Recommend	Council Adopted
101-312-410-000	1st Local Option Fuel Tax (6c)	260,800	246,902	245,644	249,245	143,837	247,059	247,060	250,858	-
101-312-420-000	2nd Local Option Fuel Tax (5c)	122,025	116,036	114,427	117,326	69,949	117,326	117,326	117,768	-
101-363-990-000	Contribution from General Fund	-	48,913	-	-	-	-	-	-	-
101-399-000-000	Transfer from Fund Balance	-	-	-	856,191	-	-	-	443,685	-
Total Revenue		382,825	411,851	360,071	1,222,762	213,786	364,385	364,386	812,311	-

Transportation Fund

Appropriations

	Account	FY 10-11 UNAUDITED FINAL	FY 11-12 Audited	FY 12-13 Audited	FY 13-14 Budget	Year to Date May 30, 2014	FY 2014-15 Proposed Budget	FAAC Proposed Budget	Council Recommend	Council Adopted
101-541-467-000	Traffic Control Signs-6c	3,709	-	19,066	6,000	3,656	10,000	10,000	10,000	-
101-541-468-000	Town Roads Maint.-6c	19,765	49,975	73,667	93,245	42,245	62,059	102,059	102,059	-
101-541-469-000	Road Maintenance District-6c	130,629	150,305	153,755	150,000	2,915	150,000	150,000	150,000	-
101-541-631-000	Road and Streets -new construction-5c	6,460	-	-	-	-	-	-	-	-
101-541-632-000	Special Projects	650	-	901	-	-	25,000	60,000	60,000	-
101-541-633-000	22nd Road Ditch	20,770	-	-	-	-	-	-	-	-
101-541-634-000	Town 148th Terr Bridge (5)/Culvert -5c	606	50,663	-	-	-	-	-	-	-
101-541-636-000	Road and Streets -new construction-6c	-	138,844	-	-	-	-	-	-	-
101-541-920-000	Transfer to Capital Projects	-	-	-	973,517	15,070	-	-	490,252	-
101-541-990-000	Transfer to Fund Balance 5ct.	-	-	-	-	-	117,326	42,327	-	-
101-541-991-000	Transfer to Fund Balance 6ct.	-	-	-	-	-	-	-	-	-
Total Expenditure		182,589	389,787	247,389	1,222,762	63,886	364,385	364,386	812,311	-

Transportation Fund

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
Revenues						
101-312-410-000	1st Local Option Fuel Tax (6c)		\$249,245	\$249,245	\$250,858	\$0
		State Dept Fin Svc Estimate O&M	\$249,245	\$249,245		
		<i>Estimate based on FY14 year state revenue estimating conference projections.</i>			\$250,858	
101-312-420-000	2nd Local Option Fuel Tax (5c)		\$117,326	\$117,326	\$117,768	\$0
		State Dept Fin Svc Estimate Capital	\$117,326	\$117,326		
		<i>Estimate based on FY14 year state revenue estimating conference projections.</i>			\$117,768	
101-363-990-000	Contribution from General Fund		\$0	\$0	\$0	\$0
		Not needed for FY14	\$0	\$0	\$0	
101-399-000-000	Transfer from Fund Balance		\$0	\$0	\$443,685	\$0
		5 cent gas tax fund balance reserve			\$233,000	
		6 cent gas tax fund balance reserve			\$210,685	
			\$0	\$0		
Appropriations						
101-541-467-000	Traffic Control Signs-6c		\$10,000	\$10,000	\$10,000	\$0
		Various traffic control signs	\$6,000	\$6,000	\$6,000	0
		Installation	\$2,000	\$2,000	\$2,000	
		<i>Equestrian Signs</i>	\$2,000	\$2,000	\$2,000	
101-541-468-000	Town Roads Maint.-6c		\$62,059	\$102,059	\$102,059	\$0
		Town road maintenance @ \$110/mil	\$25,000	\$25,000	\$25,000	
		Base rock for Town roads @ \$12/tor	\$5,000	\$5,000	\$5,000	
		Road repairs	\$32,059	\$32,059	\$32,059	
		Hedging		\$40,000	\$40,000	
		Hedging moved to special projects			\$0	
101-541-469-000	Road Maintenance District-6c		\$150,000	\$150,000	\$150,000	\$0
		Actual cost reimbursements up to	\$150,000	\$150,000	\$150,000	
101-541-631-000	Road and Streets -new construction-5c		\$0	\$0	\$0	\$0
101-541-632-000	Special Projects		\$25,000	\$60,000	\$60,000	\$0
		<i>Equestrian Crossings Okeechobee Blvd.</i>	\$25,000	\$60,000	\$60,000	
101-541-633-000	22nd Road Ditch		\$0	\$0	\$0	\$0
			\$0	\$0	\$0	
101-541-634-000	Town 148th Terr Bridge (5)/Culvert -5c		\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
101-541-920-000	Transfer to Capital Projects		\$0	\$0	\$490,252	\$0

Transportation Fund

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
		5 cent current appropriation	\$0	\$0	\$46,567	
		5 cent gas tax fund balance reserve			\$233,000	
		6 cent gas tax fund balance reserve			\$210,685	

Transportation Fund

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
101-541-990-000	Transfer to Fund Balance 5ct.		\$117,326	\$42,327	\$0	\$0
			\$117,326	\$42,327	\$0	
101-541-991-000	Transfer to Fund Balance 6ct.		\$0	\$0	\$0	\$0
			\$0	\$0	\$0	

**Recommended Revenue Estimates and Appropriations
for Fiscal Year 2014-15**



Capital Improvement Program										
Estimated Revenues										
	Account	FY 10-11 UNAUDITED FINAL	FY 11-12 Audited	FY 12-13 Audited	FY 13-14 Budget	Year to Date May 30, 2014	FY 2014-15 Proposed Budget	FAAC Proposed Budget	Council Recommend	Council Adopted
305-337-300-000	Local Govt Unit Grant - Physical Environ						40,000	40,000	40,000	-
305-363-990-000	Contributions from General Fund	-	1,000,000	-	-	-	-	-	-	-
305-363-991-000	Contributions from Transportation Fund				973,517	15,070	-	490,252	490,252	-
305-399-000-000	Transfer from Fund Balance				829,047	81,332	490,252	-	-	-
	Total Revenue	-	-	-	1,802,564	96,402	530,252	530,252	530,252	-

Capital Improvement Program										
Appropriations										
	Account	FY 10-11 UNAUDITED FINAL	FY 11-12 Audited	FY 12-13 Audited	FY 13-14 Budget	Year to Date May 30, 2014	FY 2014-15 Proposed Budget	FAAC Proposed Budget	Council Recommend	Council Adopted
305-541-610-000	Surveying Town Roads	-	-	-	100,000	9,653	90,374	90,374	90,374	-
305-541-620-000	OGEM Collecting Canal Road	-	-	-	943,630	-	-	-	-	-
305-541-630-000	Okeechobee and D Road Traffic Light	-	-	-	250,000	6,000	244,000	290,944	290,944	-
305-541-640-000	Town Roads OGEM Projects				100,000	51,856	-	-	-	-
305-541-650-000	HorseTrails				80,000	-	120,000	120,000	120,000	-
305-541-652-000	"D" Road to Southern Blvd				300,000	-	-	-	-	-
305-541-654-000	Purchase roads from LGWCD	-	-	-	28,934	28,893	28,934	28,934	28,934	-
	Total Expenditure	-	-	-	1,802,564	96,402	483,308	530,252	530,252	-

Capital Improvement Fund
Estimate Revenues & Appropriations

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
Estimated Revenues						
305-337-300-000	Local Govt Unit Grant - Physical Environ		\$40,000	\$40,000	\$40,000	
	Grant from Palm Beach County through the LGWCD for trails		\$40,000	\$40,000	\$40,000	
305-363-991-000	Contributions from Transportation Func		\$0	\$490,252	\$490,252	
	5 cent gas tax fund balance reserve			\$233,000	\$233,000	
	6 cent gas tax fund balance reserve			\$257,252	\$257,252	
305-399-000-000	Transfer from Fund Balance		\$490,252	\$0	\$0	\$0
	Transfer fund in from remaining unassigned fund balance		\$490,252	\$0	\$0	
Appropriations						
305-541-610-000	Surveying Town Roads		\$90,374	\$90,374	\$90,374	\$0
	TBD		\$90,374	\$90,374	\$90,374	
305-541-620-000	OGEM Collecting Canal Roac		\$0	\$0	\$0	
	Road and drainage improvements		\$0	\$0	\$0	
305-541-630-000	Okeechobee and D Road Traffic Light		\$244,000	\$290,944	\$290,944	\$0
	Tentative costs to implement traffic control device		\$244,000	\$290,944	\$290,944	
305-541-640-000	Town Roads OGEM Projects		\$0	\$0	\$0	
			\$0	\$0	\$0	
305-541-654-000	HorseTrails		\$120,000	\$120,000	\$120,000	
	Equestrian trails development as directed		\$120,000	\$120,000	\$120,000	
305-541-652-000	"D" Road to Southern Blvd		\$0	\$0	\$0	
	FDOT rejected traffic light				\$0	
305-541-654-000	Purchase roads from LGWCD		\$28,934	\$28,934	\$28,934	
	Amortized cost for road acquisition from LGWCD for 5 fiscal years		\$28,934	\$28,934	\$28,934	

TOWN OF LOXAHATCHEE GROVES, FLORIDA

Proposed FY 2015 - 2019 Budget

Total Capital Improvement Fund - Five-Year Plan								
	Proposed FY 14	Forecast 4/30/14	FY 15	FY 16	FY 17	FY 18	FY 19	Total FY 15 - FY 19
Funding								
External Sources (Excluding Financing)								
Grant*	-		\$40,000	-	-	-	-	-
Total Available Resources:**		\$1,973,517	\$1,906,008	\$1,375,756	\$1,246,822	\$1,117,888	\$1,088,954	
Internal Sources								
General Fund			\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance - CIP	\$829,047	\$52,439	\$490,252	\$128,934	\$128,934	\$28,934	\$0	\$777,054
Gas Tax	\$973,517	\$15,070	\$0	\$0	\$0	\$0	\$0	-
UNFUNDED	\$0		\$0	\$0	\$0		\$0	-
Subtotal :	\$1,802,564	\$67,509	\$490,252	\$128,934	\$128,934	\$28,934	\$0	777,054
Total Revenue & Other Sources	1,802,564		\$530,252	128,934	128,934	28,934		\$817,054
Projects								
Town Road Survey	\$100,000	\$9,653	\$90,374	\$0	\$0	\$0	0	\$90,374
Collecting Canal	\$943,630		\$0	\$0	\$0	\$0	-	\$0
Traffic Light Okeechobee	\$250,000	\$6,000	\$290,944	-	-	-	-	\$290,944
Town Roads OGEM Projects	\$100,000	\$51,856	\$0	\$0	-	-	-	-
Development of HorseTrails Directed	\$80,000	\$0	\$120,000	\$100,000	\$100,000	-	-	\$320,000
Typical Paving of "D" Road	\$300,000		\$0	\$0	\$0	-	-	-
Road acquisiton from LGWCD	\$28,934		\$28,934	28,934	28,934	28,934	-	115,736
Town Hall Alternatives	\$0		\$0	\$0	-	-	-	\$0
Total	\$1,802,564	\$67,509	\$530,252	\$128,934	\$128,934	\$28,934		\$817,054
EOY Available	-	\$1,906,008	\$1,375,756	\$1,246,822	\$1,117,888	\$1,088,954	\$1,088,954	

* Note: Transfer from LGWCD for Trails

** Note: FY2014 Beginning Balance after \$400,000 Transfer to General Fund

CAPITAL IMPROVEMENT PROJECT DETAIL SHEET

A. PROJECT IDENTIFICATION							
PROJECT NAME: Town Road Survey		PROJECT NUMBER: 006					
LOCATION: All Non-District Roads							
B. PROJECT INFORMATION							
DESCRIPTION/JUSTIFICATION: Tentative cost to survey all Town roads or implementation of master transportation system							
RELATIONSHIP TO OTHER PROJECTS/PLANS: None							
C. EXPENDITURE SCHEDULE:							
		ACCOUNT NUMBER: 305-519-600-000					
Cost Elements:	Total	FY15	FY16	FY17	FY18	FY19	FY20 beyond
Plan, Design, Supervn	\$90,374	\$90,374	\$0				
Land	\$0						
Site Improvements	\$0						
Construction	\$0						
Furniture & Equipment	\$0						
Total:	\$90,374	\$90,374	\$0				
D. FUNDING SOURCE/FUNDING SCHEDULE:							
General Fund	\$0						
Fund Balance - CIP	\$90,374	\$90,374					
Gas Tax	\$0		\$0				
Grant	\$0						
CIP Fund Balance	\$0	\$0					
Total:	\$90,374	\$90,374	\$0				
E. LEVEL OF SERVICE:							
		PLANNING AREA:					
Plan LOS	N/A						
Actual LOS	N/A						
Added Capacity	N/A						

CAPITAL IMPROVEMENT PROJECT DETAIL SHEET

A. PROJECT IDENTIFICATION							
PROJECT NAME:		Traffic Light Okeechobee			PROJECT NUMBER:		
LOCATION: Okeechobee and D Roar							
B. PROJECT INFORMATION							
DESCRIPTION/JUSTIFICATION Tentative cost to implement traffic control device							
RELATIONSHIP TO OTHER PROJECTS/PLANS None							
C. EXPENDITURE SCHEDULE:							
ACCOUNT NUMBER: 305-519-600-000							
Cost Elements:	Total	FY15	FY16	FY17	FY18	FY19	FY20 beyond
Plan, Design, Supervn	\$0						
Land	\$0						
Site Improvements	\$0						
Construction	\$290,944	\$290,944					
Furniture & Equipment	\$0						
Total:	\$290,944	\$290,944	\$0				
D. FUNDING SOURCE/FUNDING SCHEDULE:							
General Fund	\$0						
Fund Balance - CIP	\$290,944	\$290,944					
Gas Tax	\$0	\$0					
Grant							
Unfunded							
Total:	\$290,944	\$290,944	\$0				
E. LEVEL OF SERVICE:							
PLANNING AREA:							
Plan LOS	N/A						
Actual LOS	N/A						
Added Capacity	N/A						

CAPITAL IMPROVEMENT PROJECT DETAIL SHEET

A. PROJECT IDENTIFICATION							
PROJECT NAME:		Development of HorseTrails Directed				PROJECT NUMBER:	
LOCATION:							
B. PROJECT INFORMATION							
DESCRIPTION/JUSTIFICATION:		Development of a horse trail from A Road to Folsom Road					
RELATIONSHIP TO OTHER PROJECTS/PLANS:		None					
C. EXPENDITURE SCHEDULE:							
		ACCOUNT NUMBER: 305-519-600-000					
Cost Elements:	Total	FY15	FY16	FY17	FY18	FY19	FY20 beyond
Plan, Design, Supervn	\$80,000	\$80,000	\$0				
Land	\$100,000		\$100,000				
Site Improvements	\$100,000			\$100,000			
Construction	\$40,000	\$40,000					
Furniture & Equipment	\$0						
Total:	\$320,000	\$120,000	\$100,000	\$100,000			
D. FUNDING SOURCE/FUNDING SCHEDULE:							
General Fund	\$0						
Fund Balance - CIP	\$280,000	\$80,000	\$100,000	\$100,000			
Gas Tax	\$0						
Grant	\$40,000	\$40,000					
Unfunded	\$0						
Total:	\$320,000	\$120,000	\$100,000	\$100,000			
E. LEVEL OF SERVICE:							
		PLANNING AREA:					
Plan LOS	N/A						
Actual LOS	N/A						
Added Capacity	N/A						

CAPITAL IMPROVEMENT PROJECT DETAIL SHEET

A. PROJECT IDENTIFICATION							
PROJECT NAME: Road acquisiton from LGWCD				PROJECT NUMBER:			
LOCATION: OGM paved roads with the Town							
B. PROJECT INFORMATION							
DESCRIPTION/JUSTIFICATION:							
RELATIONSHIP TO OTHER PROJECTS/PLANS: None							
C. EXPENDITURE SCHEDULE:							
ACCOUNT NUMBER: 305-519-600-000							
Cost Elements:	Total	FY15	FY16	FY17	FY18	FY19	FY20 beyond
Plan, Design, Supervn	\$0	\$0					
Land	\$0						
Site Improvements	\$115,736	\$28,934	\$28,934	\$28,934	\$28,934	\$0	
Construction	\$0						
Furniture & Equipment	\$0						
Total:	\$115,736	\$28,934	\$28,934	\$28,934	\$28,934	\$0	\$0
D. FUNDING SOURCE/FUNDING SCHEDULE:							
General Fund	\$0						
Fund Balance - CIP	\$115,736	\$28,934	\$28,934	\$28,934	\$28,934		
Gas Tax							
Grant							
Unfunded							
Total:	\$115,736	\$28,934	\$28,934	\$28,934	\$28,934	\$0	\$0
E. LEVEL OF SERVICE:							
PLANNING AREA:							
Plan LOS	N/A						
Actual LOS	N/A						
Added Capacity	N/A						



**Recommended Revenue Estimates and Appropriations
for Fiscal Year 2014-15**

Solid Waste Fund										
Estimated Revenues										
	Account	FY 10-11 UNAUDITED FINAL	FY 11-12 Audited	FY 12-13 Audited	FY 13-14 Budget	Year to Date May 30, 2014	FY 2014-15 Proposed Budget	FAAC Proposed Budget	Council Recommend	Council Adopted
405-323-125-000	Haulers Licensing Fee - MOVED to GF	3,500	1,000	-	-	-	-	-	-	-
405-325-205-000	Solid Waste Assessments	468,322	471,397	350,051.69	432,873.00	396,878	432,873	432,873	432,873	-
405-325-206-000	Discount Fees	(13,679)	(14,981)	(10,214)	(12,103)	(13,727)	(11,644)	(11,644)	(11,644)	-
405-343-120-000	SWA Recycling Income	8,324	7,571	7,719.28	8,000.00	2,162	6,700	6,700	6,700	-
405-363-990-000	Contributions from General Fund	-	-	-	-	-	-	-	-	-
Total Revenue		466,467	464,987	347,557	428,770	385,313	427,929	427,929	427,929	-

Solid Waste Fund										
Appropriations										
	Account	FY 10-11 UNAUDITED FINAL	FY 11-12 Audited	FY 12-13 Audited	FY 13-14 Budget	Year to Date May 30, 2014	FY 2014-15 Proposed Budget	FAAC Proposed Budget	Council Recommend	Council Adopted
405-534-345-000	Contractual - Waste Over	9,200	9,500	8,336.00	7,010.00	18,047	7,000	7,000	7,000	-
405-534-346-000	PBC Administration Fee - 1%	5,312	4,052	4,249.05	4,460.00	3,667	4,329	4,329	4,329	-
405-534-420-000	Postage & Freight	-	34	28.00	500.00	-	300	300	300	-
405-534-434-000	Solid Waste Contractor	439,024	413,998	451,634.40	415,800.00	256,818	415,800	415,800	415,800	-
405-534-436-000	Other Sanitation Service	2,400	1,333	15,250.00	-	-	-	-	-	-
405-534-490-000	Legal Advertising	700	-	-	1,000.00	700	500	500	500	-
405-534-595-000	TOLG Management Fee	12,000	279	-	-	-	-	-	-	-
Total Expenditure		468,636	429,196	479,497	428,770	279,232	427,929	427,929	427,929	-

Solid Waste Fund

Account Number	Account Title	Detail Description	Amount	FAAC	Council Amount	Council Adopted
405-325-205-000	Solid Waste Assessments		\$432,873	\$432,873	\$432,873	\$0
		1,257 ERU @ \$344.37	\$432,873	\$432,873	\$432,873	
405-325-206-000	Discount Fees		(\$11,644)	(\$11,644)	(\$11,644)	\$0
		Early payment of tax bills @ 3.0% average discount	(\$11,644)	(\$11,644)	(\$11,644)	\$0
405-343-120-000	SWA Recycling Income		\$6,700	\$6,700	\$6,700	\$0
		Recycle income sharing PBC SWA	\$6,700	\$6,700	\$6,700	
405-363-990-000	Contributions from General Fund		\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0
					\$0	\$0
		TOTAL REVENUE	\$427,929	\$427,929	\$ 427,929	\$0

Appropriations

405-534-345-000	Contractual - Waste Over		\$7,000	\$7,000	\$7,000	\$0
		Frank Schiola	\$7,000	\$7,000	\$7,000	
405-534-346-000	PBC Administration Fee - 1%		\$4,329	\$4,329	\$4,329	\$0
		1% for administration by PBC	\$4,329	\$4,329	\$4,329	\$0
405-534-420-000	Postage & Freight		\$300	\$300	\$300	\$0
		Miscellaneous mailings	\$300	\$300	\$300	
405-534-434-000	Solid Waste Contractor		\$415,800	\$415,800	\$415,800	\$0
		Cost estimated using existing contract price of \$27.50/unit/month	\$415,800	\$415,800	\$415,800	
405-534-436-000	Other Sanitation Service		\$0	\$0	\$0	
			\$0	\$0	\$0	
405-534-490-000	Legal Advertising		\$500	\$500	\$500	\$0
		Miscellaneous advertising	\$500	\$500	\$500	
		Reduced due to Assessment approval				
405-534-595-000	TOLG Management Fee		\$0	\$0	\$0	\$0
		No TOLG fee needed	\$0	\$0	\$0	

Statement of Estimated Changes in Fund Balances

General Fund

CAFR UNASSIGNED FUND BALANCE

9/30/13 Fund Balance	\$690,277
FY2015 Fiscal Policy Reserve @ 25%	(\$279,608)
FY 2014 Est. Total Fund Balance	\$410,670
	\$0
FY 2015 Est. Total Fund Balance	\$410,670

Transportation Fund

CAFR UNASSIGNED FUND BALANCE

<u>5 cent Fund Balance</u>		<u>6 cent Fund Balance</u>	
9/30/13 Fund Balance	\$432,695	9/30/13 Fund Balance	\$464,191
FY 2014 Estimated Change	(\$199,360)	FY 2014 Estimated Change	\$0
FY 2014 Est. Total Fund Balance	\$233,335	FY 2014 Est. Total Fund Balance	\$464,191
FY 2015 Appropriated (Budgeted) Fund Balance	(\$233,000)	FY 2015 Appropriated (Budgeted) Fund Balance	(\$210,685)
FY 2015 Est. Total ASSIGNED Fund Balance	\$335	FY 2015 Est. Total ASSIGNED Fund Balance	\$253,506

Solid Waste Fund

CAFR UNASSIGNED FUND BALANCE

9/30/13 Fund Balance	\$37,058
Fiscal Policy Reserve @ 10%	(\$42,793)
FY 2014 Estimated Change	7,000
FY 2015 Appropriated (Budgeted) Fund Balance	\$1,265
FY 2015 Est. Total ASSIGNED Fund Balance	\$1,265

Capital Improvement Program

CAFR ASSIGNED FUND BALANCE

9/30/13 ASSIGNED Fund Balance	\$1,400,000
FY 2014 Estimated Change	(\$400,000)
FY 2014 Est. Total ASSIGNED Fund Balance	\$1,000,000
FY 2014 Est. Transfer from Trans Fund	\$220,000
FY 2014 Available Resources	\$1,220,000
FY 2014 Estimated Change	(\$220,000)
FY 2015 Appropriated (Budgeted) Fund Balance	-
FY 2015 Est. Total ASSIGNED Fund Balance	\$1,000,000



Item 5.

COMMITTEE REPORTS

None



Item 6.a.

RESOLUTIONS

Resolution No. 2014-06

(Solid Waste Collection Services)

TOWN OF LOXAHATCHEE GROVES

RESOLUTION NO. 2014-06

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, RELATING TO THE PROVISION OF RESIDENTIAL SOLID WASTE COLLECTION SERVICES AND FACILITIES AND PROGRAMS ("SOLID WASTE COLLECTION SERVICES") IN THE TOWN OF LOXAHATCHEE GROVES, FLORIDA; PROVIDING FOR PURPOSE AND DEFINITIONS; PROVIDING FOR LEGISLATIVE DETERMINATIONS; ESTABLISHING THE ESTIMATED RATE FOR THE SOLID WASTE COLLECTION SERVICES ASSESSMENT FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014; DIRECTING THE PREPARATION OF AN ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; PROVIDING FOR CONFLICT, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Town of Loxahatchee Groves Ordinance No. 2008-05, entitled "Special Assessments," adopted on July 1, 2008, provides for the home rule authority of the Town Council to levy and collect special assessments; and,

WHEREAS, Ordinance 2008-05, authorizes the Town to "create, install, improve, maintain and fund any and all costs associated with the Town establishing and operating a Town system of providing a solid waste collection services program (Solid Waste Collection Program) for residential and/or commercial service to the property owners, residents and citizens of the Town," and provides findings of special benefit to real property as a result of such services; and,

WHEREAS, the Town has in place a Collection Agreement with Waste Pro of Florida (hereinafter "Contractor"), pursuant to which the Town provides Solid Waste Collection Services to, among others, all residential properties that receive residential solid waste collection services within the Town; and,

WHEREAS, the Town believes it is in the best interests of the residents and residential property owners to collect funds for the costs of the Town's Solid Waste Collection Services to all residential units that receive Solid Waste Collection Services provided by the Town, through its Collection Agreement, through the levy and collection of a special assessment, as such will permit the payment for the services on an annual basis along with property taxes and other special assessments, reduce the costs of the Solid Waste Collection Program to the Town, and ensure that all properties that receive residential Solid Waste Collection Services provided by the Town through the Collection Agreement pay for such so that no property is over-charged by virtue of the failure of other properties to pay for such; and,

WHEREAS, the Town's Collection Agreement with Contractor provides for the levy and collection of a Solid Waste Collection Services Special Assessment by the Town, and remittance of payment to Contractor; and,

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WHEREAS, Solid Waste Collection Services provided by the Town through its Collection Agreement as defined hereinafter provide the requisite special benefit to Assessed Property such that they may be funded through a special assessment; and,

WHEREAS, Town staff has reviewed the budget for Solid Waste Collection Services for residential units that receive residential Solid Waste Collection Services provided by the Town through the Collection Agreement to ensure that the Solid Waste Collection Services Special Assessment meets the legal requirements for special benefit and fair apportionment; and,

WHEREAS, the Town Council determines that it is fair and equitable to levy and collect a non-ad valorem special assessment to fund the Solid Waste Collection Services provided by the Town through its Collection Agreement, consistent with the methodology and allocation as provided hereinafter.

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

SECTION 1. RECITALS. The foregoing "WHEREAS" clauses are hereby ratified and confirmed by the Town Council and incorporated herein by this reference.

SECTION 2. AUTHORITY. This Resolution is adopted pursuant to the provisions of Ordinance No. 2008-05 (the "Ordinance"), Sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law.

SECTION 3. PURPOSE. This Resolution constitutes the Preliminary Assessment Resolution which initiates the process for developing the annual Assessment Roll and directs the imposition of a Solid Waste Collection Services Assessment as described hereinafter, for the Fiscal Year beginning October 1, 2014. Its purpose is to provide procedures and standards for the imposition of a Solid Waste Collection Services Assessment for all residential units that receive solid waste collection services within the Town under the general home rule powers of a municipality to impose special assessments, and to authorize a procedure for the funding of Solid Waste Collection Services for these residential properties, facilities, or programs providing special benefits to Assessed Properties within the Town.

SECTION 4. DEFINITIONS. All capitalized words and terms not otherwise defined herein shall have the meanings set forth in the Ordinance. Unless the context indicates otherwise, words imparting the singular number, include the plural number, and vice versa. As used in this Resolution, the following terms shall have the following meanings unless the context hereof otherwise requires:

"Assessed Property" means all single family residential units that receive a special benefit from the delivery by the Town of the Solid Waste Collection Services, programs or facilities described herein.

"Assessment Coordinator" means the person designated by the Town to administer the Town's Solid Waste Collection Services, facility, or program, or such person's designee.

"Assessment Roll" means the special assessment roll relating to the residential Solid Waste Collection Services Assessment approved herein, or an Annual Rate Resolution pursuant to the Final Resolution.

"Cost Apportionment" means the apportionment of the residential Solid Waste Collection Services Assessed Cost among all single-family residential units that receive residential Solid Waste Collection Services pursuant to the apportionment methodology described in Section 8 of this Preliminary Assessment Resolution.

"Dwelling Unit" means a Building, or a portion thereof, available to be used for residential purposes, consisting of one or more rooms arranged, designed, used, or intended to be used as living quarters for one family only.

"Estimated Solid Waste Collection Services Assessment Rate Schedule" means that rate schedule attached hereto as Appendix "A" and hereby incorporated herein by reference, specifying the Solid Waste Collection Services Assessed Costs determined in Section 9 of this

Preliminary Assessment Resolution and the estimated Solid Waste Collection Services Assessments established in Section 9 of this Preliminary Assessment Resolution.

“Improvement Codes” mean the building use codes (also known as DOR codes) assigned by the Property Appraiser to Tax Parcels within the Town.

“Residential Property” means those Tax Parcels with a Code Description designated as Single-Family "Residential" within the Improvement Codes and those otherwise designated as “Residential” within the Improvement Codes that receive residential Solid Waste Collection Services by the Town through the Collection Agreement.

“Solid Waste Collection Services” shall mean the collection of solid waste as described in Section 109 of Town Ordinance 2008-05, and as provided pursuant to the Collection Agreement with Contractor.

“Solid Waste Collection Services Assessment” means a special assessment lawfully imposed by the Town against Assessed Property to fund all or any portion of the cost for Town’s Solid Waste Collection Services for residential properties, facilities, or programs providing a special benefit to property as a consequence of a logical relationship to the value, use, or characteristics of property. Solid Waste Collection Services funded by this Solid Waste Collection Services Assessment include those services provided pursuant to the Town’s Collection Agreement for residential Solid Waste Collection Services.

“Solid Waste Collection Services Cost” means the amount necessary in any Calendar Year to fund the provision of the Town’s Solid Waste Collection Services for residential properties, facilities, or programs that provide a special benefit to Assessable Property, through the Collection Agreement. In addition, Solid Waste Collection Services Cost shall include all costs associated with the structure, implementation, collection, and enforcement of the Solid

Waste Collection Services Assessment, including costs for providing required notice, legal and management staff costs, any service charges of the Tax Collector or Property Appraiser, and amounts necessary to off-set discounts received for early payment of Solid Waste Collection Services Assessments pursuant to the Uniform Assessment Collection Act.

“Tax Collector” shall mean the Tax Collector of Palm Beach County.

“Tax Parcel” means a parcel of property located within the Town to which the Property Appraiser has assigned a distinct ad valorem property tax identification number.

“Uniform Assessment Collection Act” means Sections 197.3632 and 197.3635, Florida Statutes, as amended, and any successor statutes authorizing the collection of non-ad valorem special assessments on the same bill as ad valorem taxes, and any regulations pertaining thereto.

SECTION 5. PROVISION AND FUNDING OF SOLID WASTE COLLECTION SERVICES.

(A) Upon the imposition of the Solid Waste Collection Services Assessment for Solid Waste Collection Services for residential properties, facilities, or programs against Assessed Property located within the Town, the Town shall provide Solid Waste Collection Services to such Assessed Property through the Collection Agreement. The cost to provide such Solid Waste Collection Services, facilities, or programs to residential properties, as described herein, shall be funded in whole or in part from proceeds of the Solid Waste Collection Services Assessments.

(B) It is hereby ascertained, determined, and declared that each parcel of Assessed Property located within the Town will be benefited by the Town's provision of Solid Waste Collection Services for properties, facilities, and programs in an amount not less than the Solid Waste Collection Services Assessment imposed against such parcel, computed in the manner set forth in this Preliminary Assessment Resolution.

SECTION 6. IMPOSITION AND COMPUTATION OF SOLID WASTE COLLECTION SERVICES ASSESSMENTS. Solid Waste Collection Services Assessments shall be imposed against all residential dwelling units that receive Solid Waste Collection Services, as provided herein. The Cost Apportionment described herein is approved and adopted as the methodology to impose and compute the Solid Waste Collection Services Assessment.

SECTION 7. LEGISLATIVE DETERMINATIONS OF AUTHORITY, SPECIAL BENEFIT AND FAIR APPORTIONMENT. The Town Council adopts the following legislative findings relating to the Solid Waste Collection Services special assessment:

AUTHORITY

7.1 Pursuant to Article VIII, Section 2(b) of the Florida Constitution, and Sections 166.021 and 166.041, Florida Statutes, the Town Council has all powers of local self-government to perform municipal functions and render municipal services except when prohibited by law and such power may be exercised by the enactment of Town ordinances or resolutions.

7.2 The Town Council may exercise any governmental, corporate, or proprietary power for a municipal purpose except when expressly prohibited by law, and the Town Council may legislate on any subject matter on which the Florida Legislature may act, except those subjects described in (a), (b), (c), and (d) of Section 166.021(3), Florida Statutes. The subject matter of paragraphs (a), (b), (c), and (d) of Section 166.021(3), Florida Statutes, are not relevant to the imposition of assessments related to Solid Waste Collection Services, facilities or programs.

7.3 Section 403.706(1), Florida Statutes, provides that the Town is responsible to collect and transport solid waste from within its boundaries to a solid waste disposal facility.

7.4 To fulfill its obligations, the Town entered into a Collection Agreement with Contractor for the collection and transport of solid waste from, among others, single-family residential properties, and certain multi-family residential properties that receive residential solid waste collection services, within the Town.

SPECIAL BENEFIT

7.5 The Town provides Solid Waste Collection Services to the Assessed Properties through its Collection Agreement. All Assessed Properties receive residential Solid Waste Collection Services, and therefore are required to receive the Town's Solid Waste Collection Services through the Town's Collection Agreement.

7.6 The special benefit provided to the Assessed Properties as a result of the provision of Solid Waste Collection Services by the Town through its Collection Agreement, and as a result of the Solid Waste Collection Services Assessment include, by way of example and not limitation, the availability and use of Solid Waste Collection Services by the owners and occupants of the Assessed Properties, the enhancement of environmentally responsible use and enjoyment of developed residential properties in the Town, the protection of public health and safety, ensuring sanitary collection and disposal of solid waste from residential units in the Town, a potential increase in value to property, and better service to landowners and tenants.

7.7 The Town's provision of Solid Waste Collection Services through its Collection Agreement possesses a logical relationship to the use and enjoyment of the Assessed Properties by:

7.7.1 protecting and potentially increasing the value of the residential units by providing solid waste services;

7.7.2 enhancing the environmentally responsible use of residential land in the Town;

7.7.3 protecting the health of intended occupants in the use and enjoyment of residential units by ensuring the proper collection and disposal of solid waste from the Assessed Properties;

7.8 Commercial properties, and multi-family residential properties in the Town that receive commercial solid waste collection services are not specially benefited by the Town's Solid Waste Collection Services funded by the Solid Waste Collection Special Assessment in that those properties receive volume-based solid waste collection services. Commercial properties and multi-family residential properties in the Town that do not receive residential solid waste collection services are not benefited by the provision of the residential Solid Waste Collection Services provided by the Town through its Collection Agreement. Moreover, given the fact that commercial properties, and residential properties that receive commercial solid waste services, receive Solid Waste Collection Services on a volume basis, it is impossible to determine the exact annual costs that can be apportioned to each property, thereby making it impossible to ensure that an assessment levied upon these properties can be fairly apportioned. Therefore, it is fair and reasonable not to levy a special assessment for the funding of residential solid waste collection services upon those properties. The cost of services provided to properties that are not assessed shall not be paid by any funds collected pursuant to the Town's Solid Waste Collection Special Assessment.

IMPOSITION AND COLLECTION

7.9 The Solid Waste Collection Services Assessments to be imposed pursuant to this Resolution shall constitute non-ad valorem assessments within the meaning and intent of the Uniform Assessment Collection Act.

7.10 The Solid Waste Collection Services Assessment imposed pursuant to this Resolution is imposed by the Town of Loxahatchee Groves' Town Council, not the Palm Beach County Board of County Commissioners, Property Appraiser or Tax Collector. Any activity of the Property Appraiser or Tax Collector under the provisions of this Resolution shall be construed as ministerial.

7.11 So long as the Solid Waste Special Assessment is levied, the Assessed Properties will not be billed directly by the Town for the Solid Waste Collection Services they receive from the Town through the Collection Agreement.

APPORTIONMENT

7.12 The size or the value of the Residential Property does not determine the scope of the required solid waste services. The potential demand for Solid Waste Collection Services is driven by the existence of a Dwelling Unit.

7.13 Apportioning the Solid Waste Assessed Costs for Solid Waste Collection Services attributable to Residential Property on a per Dwelling Unit basis is required to avoid cost inefficiency and unnecessary administration and is a fair and reasonable method.

7.14 Because commercial properties, and multi-family residential properties that receive commercial solid waste collection services, do not benefit from the provision of Solid Waste Collection Services by the Town through the Collection Agreement, the Solid Waste Collection Services Assessed Costs are not apportioned to those properties.

SECTION 8. COST APPORTIONMENT AND PARCEL APPORTIONMENT

METHODOLOGIES. The Collection Agreement provides for an annual charge to the Assessed Properties for the Solid Waste Collection Services provided by the Town through its Collection Agreement. The Solid Waste Collection Services Costs include other costs associated with the Solid Waste Collection Special Assessment, which are then allocated to the Assessed Properties in addition to the annual charge in the Collection Agreement to determine the Assessment Amount. The Assessment Amount is then multiplied by the number of Dwelling Units on such Tax Parcel. For the Fiscal Year commencing October 1, 2014, the annual charge per Dwelling Unit in the City is \$.

Comment [g1]: Please complete

SECTION 9. DETERMINATION OF SOLID WASTE COLLECTION ASSESSED COSTS; ESTABLISHMENT OF ANNUAL SOLID WASTE COLLECTION ASSESSMENT RATES.

(A) The Solid Waste Collection Service Assessed Costs to be assessed and apportioned among Assessed Properties pursuant to the Cost Apportionment for the Fiscal Year commencing October 1, 2014, is the amount determined in the manner described in Section 8 above, and within the Estimated Solid Waste Collection Services Assessment Rate Schedule, attached hereto as Appendix A. The approval of the Estimated Solid Waste Collection Services Assessment Rate Schedule by the adoption of this Preliminary Assessment Resolution determines the amount of the Solid Waste Collection Services Assessed Costs.

(B) The estimated Solid Waste Collection Services Assessments specified in the Estimated Solid Waste Collection Services Assessment Rate Schedule are hereby established to fund the Solid Waste Collection Services Assessed Costs determined to be assessed in the Fiscal Year beginning October 1, 2014.

(C) The estimated Solid Waste Collection Services Assessments established in this Preliminary Assessment Resolution shall be the estimated assessment rates applied by the Assessment Coordinator in the preparation of the updated Assessment Roll for the Fiscal Year beginning October 1, 2014, as provided in Section 10 of this Preliminary Assessment Resolution.

SECTION 10. ANNUAL ASSESSMENT ROLL.

(A) The Assessment Coordinator is hereby directed to prepare, or cause to be prepared, an Assessment Roll for the Fiscal Year beginning October 1, 2014, in the manner provided in this Preliminary Assessment Resolution. The Assessment Coordinator shall apportion the estimated Solid Waste Collection Service Assessed Cost to be recovered through Solid Waste Collection Services Assessments in the manner set forth in this Preliminary Assessment Resolution. A copy of this Preliminary Assessment Resolution, the Ordinance, and the Assessment Roll shall be maintained on file in the office of the Town Clerk and open to public inspection. The foregoing shall not be construed to require that the Assessment Roll proposed for the Fiscal Year beginning October 1, 2014, be in printed form if the amount of the Solid Waste Collection Services Assessment for each parcel of property can be determined by the use of a computer terminal available to the public.

(B) It is hereby ascertained, determined, and declared that the method of determining the Solid Waste Collection Services Assessments for the Town's Solid Waste Collection Services as set forth in this Preliminary Assessment Resolution is a fair and reasonable method of apportioning the Solid Waste Collection Services Assessed Cost among parcels of Assessed Property located within the Town, as the methodology and apportionment assures that no property is assessed an amount greater than the benefit which it receives from the residential Solid Waste Collection Services provided by the Town through its Collection Agreement; and,

SECTION 11. AUTHORIZATION OF PUBLIC HEARING. There is hereby established a public hearing to be held at 7:00 p.m., on September 11, 2014, at the Loxahatchee Groves Water Control District Headquarters, 101 West "D" Road, Town of Loxahatchee Groves, Florida, at which time the Town Council will receive and consider any comments on the Solid Waste Collection Services Assessment from the public and affected property owners and consider imposing the Solid Waste Collection Services Assessment and collecting such assessments on the same bill as ad valorem taxes.

Comment [g2]: Please confirm date and time

SECTION 12. NOTICE BY PUBLICATION. The Town Manager, or his designee, shall publish notice of the public hearing authorized by Section 11 hereof, in the manner and time provided within the Ordinance. The notice shall be published no later than twenty (20) days prior to the date of the public hearing authorized in Section 11 above, in substantially the form attached hereto as Appendix B.

SECTION 13. NOTICE BY MAIL. The Town Manager, or his designee, shall also ensure timely notice by use of the TRIM notice forwarded annually by the Property Appraiser's Office, or by U.S. Mail as may be required by law (including Chapter 2003-348 Laws of Florida, a special act relating to the annual TRIM notice in Palm Beach County), to the Owner of each parcel of Assessed Property, at least twenty (20) days prior to the public hearing, as required by the Ordinance, and the Uniform Assessment Collection Act.

SECTION 14. PROOF OF NOTICE. The Town Manager, or his designee, may provide proof of such notice by affidavit, if any is required pursuant to the Ordinance or Resolution.

SECTION 15. APPLICATION OF ASSESSMENT PROCEEDS. Proceeds derived by the Town from the Solid Waste Collection Services Assessments will be utilized solely for

the provision of Solid Waste Collection Services, facilities, and programs by the Town to Assessed Properties, through its Collection Agreement, as described herein.

SECTION 16. CONFLICT. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 17. SEVERABILITY. If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

SECTION 18. EFFECTIVE DATE. This Preliminary Assessment Resolution shall take effect immediately upon its passage and adoption.

ADOPTED by the Town Council of the TOWN OF LOXAHATCHEE GROVES, FLORIDA, this ____ day of ____, 2014.

TOWN OF LOXAHATCHEE GROVES,
FLORIDA

ATTEST:

Mayor David Browning

Janet K. Whipple, Town Clerk

Vice Mayor Ron Jarriel

APPROVED AS TO LEGAL FORM:

Council Member Tom Goltzene

Office of the Town Attorney

Council Member Ryan Liang

Council Member Jim Rockett

APPENDIX A

**ESTIMATED SOLID WASTE COLLECTION SERVICES
ASSESSMENT RATE SCHEDULE**

SECTION A-1 DETERMINATION OF SOLID WASTE COLLECTION SERVICES ASSESSED COSTS. The estimated Solid Waste Collection Services Assessed Costs to be assessed for the Fiscal Year commencing October 1, 2014, is \$ _____.

Comment [g3]: Please insert

SECTION A-2 ESTIMATED SOLID WASTE COLLECTION SERVICES ASSESSMENTS. The estimated Solid Waste Collection Services Assessments to be assessed and apportioned among benefitted parcels pursuant to the Cost Apportionment and Parcel Apportionment to generate the estimated Solid Waste Collection Services Assessed Cost for the Fiscal Year commencing October 1, 2014, are hereby established as follows for the purpose of this Preliminary Assessment Resolution:

RESIDENTIAL UNITS: \$ _____ **PER UNIT**

Comment [g4]: Same figure as Section 8

APPENDIX B

FORM OF NOTICE TO BE PUBLISHED

To be published no later than August 22, 2014.



**NOTICE OF HEARING TO IMPOSE AND
PROVIDE FOR COLLECTION OF SOLID WASTE COLLECTION SERVICES
SPECIAL ASSESSMENTS**

Notice is hereby given that the Town Council of the Town of Loxahatchee Groves will conduct a public hearing to consider imposing Solid Waste Collection Services Special Assessments upon residential dwellings that receive residential solid waste collection services, for the Solid Waste Collection Services provided by the Town to such properties within the Town of Loxahatchee Groves.

The hearing will be held at 7:00 p.m., on September 11, 2014, at Loxahatchee Groves Water Control District Headquarters, 101 West "D" Road, Town of Loxahatchee Groves, Florida, for the purpose of receiving public comment on the proposed assessments. All affected property owners have a right to appear at the hearing and to file written objections with the Town Council within 20 days of this notice. If a person decides to appeal any decision made by the Town Council with respect to any matter considered at the hearing, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the Town Clerk's Office at (561) 793-2418, at least seven days prior to the date of the hearing.

Comment [g5]: Same date and time as Section 11

The assessment for each parcel of property will be based upon each parcel's classification and the total number of dwelling units attributed to that parcel. The proposed Solid Waste Collection Services Assessment is as follows:

RESIDENTIAL DWELLING UNITS FOR FISCAL YEAR 2014-2015:	\$	PER
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Comment [g6]: Same as Section 8 and Appendix A

UNIT

Copies of the Assessment Ordinance, the Preliminary Assessment Resolution and the preliminary Assessment Roll are available for inspection at the Town Clerk's Office, 14579 Southern Blvd, Suite #2, Loxahatchee Groves, Florida 33470.

The assessments will be collected on the ad valorem tax bill to be mailed in November 2014, as authorized by section 197.3632, Florida Statutes. Failure to pay the assessments will cause a tax certificate to be issued against the property, which may result in a loss of title.

If you have any questions, please contact the Town Clerk at (561) 793-2418, Monday through Friday between 9:00 a.m. and 4:00 p.m.

TOWN CLERK TOWN OF LOXAHATCHEE GROVES.



Item 6.b.

RESOLUTIONS

Resolution No. 2014-07

(Establish Tentative Millage and Tentative Budget)

TOWN OF LOXAHATCHEE GROVES

RESOLUTION NO. 2014-07

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA ADOPTING A PROPOSED OPERATING MILLAGE RATE OF _____ FOR GENERAL OPERATING BUDGET PURPOSES FOR FISCAL YEAR 2014/2015; APPROVING AND AUTHORIZING TRANSMITTAL OF THE FORM DR-420 TO THE PROPERTY APPRAISER; PROVIDING FOR THE ESTABLISHMENT OF AND SETTING FORTH THE DATE, TIME AND PLACE OF THE PUBLIC HEARING TO CONSIDER THE FISCAL YEAR 2014/2015 PROPOSED MILLAGE RATE AND TENTATIVE BUDGET; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Florida Statute 200.065 (TRIM), the Palm Beach County Property Appraiser has certified the taxable value within the jurisdiction of the Town of Loxahatchee Groves, including a copy of the Statement required to be submitted under Florida Statute Section 195.073(3) (a/k/a Form DR-420); and

WHEREAS, pursuant to Florida Statute Section 200.065(2)(b), the Town must advise the Palm Beach County Property Appraiser of its proposed millage rate, of its rolled back rate computed pursuant to Florida Statute Section 200.065(1), and of the date, time and place at which a public hearing will be held to consider the proposed millage rate, proposed millage levy for voted debt service, and the tentative budget;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THAT:

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

Section 2: The Town Manager, or his designee, is hereby authorized and instructed to complete and transmit the DR-420 to the Palm Beach County Property Appraiser, and to take such further action as is reasonably required pursuant to Section 200.065, Florida Statutes.

Section 3: The Town Council hereby adopts a proposed operating millage rate of _____ for General Fund budget purposes for Fiscal Year 2014-2015. The rolled back rate is _____ mills.

Section 4: The Town Council of the Town of Loxahatchee Groves hereby sets September ___, 2014 at 7:00 P.M. at The Loxahatchee Groves Water Control District Headquarters, 101 West "D" Road, Loxahatchee Groves, Florida 33470, as the date, time and place of the Public Hearing to consider the proposed millage rate and the tentative budget.

Section 5: That if any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Resolution.

Section 6: That all Resolutions or parts of Resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

Section 7: That this Resolution shall be effective immediately upon adoption.

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS 18th DAY OF JULY, 2014.

TOWN OF LOXAHATCHEE GROVES,
FLORIDA

ATTEST:

Mayor David Browning

Janet K. Whipple, Town Clerk

Vice-Mayor Ron Jarriel

Council Member Tom Goltzené

APPROVED AS TO LEGAL FORM:

Council Member Ryan Liang

Office of the Town Attorney

Council Member Jim Rockett



Item 6.c.

RESOLUTIONS

Resolution No. 2014-08

(Confirming Time/Place of Regular Town Council Meetings)

TOWN OF LOXAHATCHEE GROVES

RESOLUTION NO. 2014-08

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, RELATING TO TOWN COUNCIL MEETINGS; CONFIRMING THE TIME AND PLACE OF REGULAR TOWN COUNCIL MEETINGS ADOPTED ON MARCH 29, 2007; PROVIDING FOR CANCELLATION AND CHANGE OF TIME AND PLACE OF INDIVIDUAL REGULAR TOWN COUNCIL MEETINGS BY MOTION OF THE TOWN COUNCIL; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at the inaugural Town Council meeting on March 29, 2007, the Town Council, by motion, established its regular meeting time and place as the First and Third Tuesdays of the each Month, to commence at 7:00 p.m. and to be conducted at the Loxahatchee Groves Water Control District Headquarters; and,

WHEREAS, the Town Charter provides that the time and place of the regular meetings of the Town Council be prescribed by Resolution; and,

WHEREAS, the Town Council is enacting this Resolution to confirm the time and place of the Town Council regular meetings, and provide for changes to the meeting schedule by the adoption a motion by the Town Council.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THAT:

Section 1: The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

Section 2: The Town Council hereby confirms and prescribes that the time and place of regular meetings of the Town Council shall be on the first and third Tuesdays of each month, commencing at 7:00 p.m., and shall be held at the Loxahatchee Groves Water Control District Headquarters, 101 West D Road, Loxahatchee Groves, Florida.

Section 3: The Town Council may add, cancel and/or change the dates, times and/or places of regular Town Council meetings by motion.

Section 4: If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and in no way affecting the validity of the other provisions of this Resolution.

Section 5: All Resolutions or parts of Resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

Section 6: This Resolution shall be effective immediately upon adoption.

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS 18th DAY OF JULY, 2014.

TOWN OF LOXAHATCHEE GROVES,
FLORIDA

ATTEST:

Janet K. Whipple, Town Clerk

Mayor David Browning

Vice-Mayor Ron Jarriel

APPROVED AS TO
LEGAL FORM

Councilmember Tom Goltzené

Town Attorney

Councilmember Ryan Liang

Councilmember Jim Rockett

TOWN OF LOXAHATCHEE GROVES
Minutes of Regular Meeting, March 29, 2007

MEMBERS PRESENT: Council Member Dave Autrey
Council Member Dave Browning
Council Member Marge Herzog
Council Member Dennis Lipp
Council Member Bill Louda

OTHERS PRESENT: Representative Shelley Vana, County Commissioner Jess Santamaria, Mayor Tom Wenham, Judge Nelson Bailey, Mayor Dave Stewart, Principal Rich Myerson, Matty Mattioli, Barbara Eisenberg, Ron Jarrell, Dave DeMarois Clete Saunier, Mike Erickson, Carol Jacobs, Michelle Dimone, Ralph Bair, Samuel S. Goren, Esq., David Tolces, Esq., Mo Thornton, Jamie Titcomb, Boy Scout Troop 105, Asley Duclair, Rev. Dr. Gary Cecil, Donna Brosemer

The meeting was called to order by Jamie Titcomb, Executive Director of the Palm Beach County League of Cities, at 7:10 p.m. David Tolces, acting attorney called the roll was called and the following Town Council members-elect were present: David Autrey, William Louda, Marge Herzog, David Browning, and Dennis Lipp.

The colors were then presented by Boy Scout Troop 105, and the Pledge of Allegiance was recited. The Star Spangled Banner was then played and sung by Asley Duclair. Rev. Dr. Gary Cecil of the Palms West Presbyterian Church then provided the invocation.

Motion to accept the agenda by Council Member Elect Marge Herzog, seconded by Council Member Elect Bill Louda. The motion was approved unanimously.

Mr. Titcomb then introduced dignitaries and read a letter from Wellington Mayor Carmine Priore. State Representative Shelley Vana than spoke and congratulated the Town and the Town Council members on their accomplishments. County Commissioner Jess Santamaria then presented the Town Council with a Proclamation from the Palm Beach County Commission which proclaims March 29, 20, and 31, 2007 as Loxahatchee Groves Days in Palm Beach County.

The Town Council Members then introduced members of their families, and other important persons. Mr. Autrey introduced his wife Laura. Mr. Browning introduced his wife Sharyn. Ms. Herzog introduced her husband George, her son-in law Ralph, and her friend Ruth Hamlin. Mr. Louda introduced his wife Debbie, and Mr. Lipp introduced his wife Doreen Baxter.

Judge Nelson Bailey then presided over the swearing-in of the Town Council Members. Each Town

Council Member took the oath of office and were officially sworn in.

Gifts were then presented by the following individuals: Samuel S. Goren, of the law firm of Goren, Cherof, Doody & Ezrol, P.A. presented the Town Council with the Town Seal. The American Legion Auxiliary Unit 367 of Royal Palm Beach and the Loxahatchee Groves Landowners' Association presented the Town with a United State Flag and a State of Florida Flag. Bill Louda presented the Town with a gavel. Jamie Titcomb presented each of the Council Members with a Palm Beach County League of Cities lapel pin.

Council Member Lipp then nominated Dave Browning for Mayor. Council Member Louda seconded the nomination. No other nominations were made. The Town Council then voted unanimously to elect Council Member Dave Browning as Mayor.

Council Member Louda then nominated Marge Herzog as Vice-Mayor. Council Member Autrey seconded the nomination. No other nominations. The Town Council then voted unanimously to elect Council Member Marge Herzog as Vice-Mayor.

Interim Town Attorney. The Town Council then discussed the retention of a Town Attorney. Council Member Louda moved to retain David Tolces and the law firm of Goren, Cherof, Doody & Ezrol, P.A. as the Interim Town Attorney. Vice Mayor Herzog seconded the motion. Council Member Louda then amended the motion to include the time period for a minimum of six months for the interim Town Attorney, and Vice Mayor Herzog agreed to the amendment. The Town Council then voted unanimously to approve the Motion.

Employer Identification Number. Motion to authorize the Mayor or Vice Mayor to sign any necessary documents associated with the application of an Employer Identification Number and the Tax Exemption Certificate. Motion made by Council Member Lipp, and seconded by Council Member Autrey. Motion was passed unanimously.

Banking Account. Proposed Resolution 2007-01 was then read into the record by Interim Town Attorney David Tolces.

A RESOLUTION OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA AUTHORIZING THE MAYOR, THE VICE MAYOR, AND COUNCIL MEMBERS TO SIGN VOUCHERS AND CHECKS, TO MAKE DEPOSITS AND WITHDRAWALS, AND TO AUTHORIZE TRANSACTIONS ON INVESTMENTS AS PROVIDED BY LAW; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Herzog made a motion to approve Resolution 2007-01, seconded by Council Member Autrey. The Town Council approved the motion unanimously.

Town Mailbox. Motion made by Council Member Louda to acquire a mailbox at the U.S. Post Office, size 3, at a cost not to exceed \$74.00 with two keys in order to allow the Mayor and Vice-Mayor access. After discussion, the motion was approved unanimously.

Interlocal Agreement with Palm Beach County for Building Permit and Inspection Services. Interim Town Attorney Tolces advised the Town Council concerning the status of services to be provided by Palm Beach County. The County has requested that the Town send a letter to the County advising that the Town is interested in continuing those services. Council Member Louda made a motion to authorize the Mayor to send the letter to the County regarding the continuation of Building Permit and Inspection Services. Vice Mayor Herzog seconded the motion. After additional discussion, the motion passed unanimously.

Interlocal Agreement with Loxahatchee Groves Water Control District for Facility Use. The Loxahatchee Groves Water Control District forwarded a draft Interlocal Agreement for the Use of District's meeting facility by the Town. Motion made by Vice Mayor Herzog, seconded by Council Member Autrey to authorize the Mayor to execute the Interlocal Agreement with the Loxahatchee Groves Water Control District, subject to the Town Attorney's review. After discussion, the motion passed unanimously.

Palm Beach County Sheriff's Office Services. The Palm Beach County Sheriff's Office has advised the Town that it will continue providing services within the Town at a level equal to the services provided to the area prior to incorporation. Council Member Autrey moved to authorize negotiation of an Interlocal Agreement between the Town and the Palm Beach County Sheriff's Office for police and law enforcement services, and to have Council Member Autrey as the Town's liaison for those negotiations. Council Member Louda seconded the motion. After discussion, the motion was approved unanimously.

Insurance Coverage. Interim Town Attorney Tolces advised the Town Council concerning the Town's insurance needs. Clete Saunier addressed the Town Council concerning Preferred Government Insurance Trust's services. Brian Cottrell addressed the Town Council concerning Preferred Government Insurance Trust's services.

Revenue Sharing, Gas Tax, and Communication Services Tax. The Town Council discussed revenue sources for the Town including revenue sharing, gas tax revenue, and the communication services tax. Council Member Autrey advised the Council of the form with the Department of Revenue which needs to be filed in order to provide for revenue sharing. Interim Town Attorney Tolces will contact the County to confirm the transfer of Communication Services Tax revenues, and will work with the Palm Beach County League of Cities to obtain the Town's share of the Gas Tax Revenues. Dennis Lipp will follow up with the District and with David Harden. The Florida Power and Light Franchise Ordinance will be presented to the Town Council at an upcoming meeting.

E-Road/140th Avenue Thoroughfare Plan. Council Member Louda presented a letter addressed to County Commissioner Jess Santamaria regarding the Town's desire to remove E Road/140th Avenue Thoroughfare from the County's Thoroughfare Identification Map, and made a motion requesting

authorization for the Mayor to execute the letter, motion seconded by Council Member Autrey. Council Member Lipp requested that the motion be amended to request the removal as part of text amendment Round 04-02. Council Member Louda and Council Member Autrey agreed to the amendment. Clete Saunier advised the Council that the Water Control District had sent similar requests on two occasions in 1999 and 2003. After additional discussion, the motion was approved unanimously.

County Commissioner Jess Santamaria advised the Council that he will hand deliver the letter on behalf of the Town.

Town Council Meeting Schedule. After discussion, Council Member Lipp made a motion to have Town Council meetings on the First and Third Tuesdays of every month. Vice Mayor Herzog seconded the motion. After additional discussion the motion was approved unanimously. Council Member Lipp then moved to set the time for the meetings to be commenced no earlier than 7:00 p.m. and conclude no later than 10:30 p.m.. Vice Mayor Herzog seconded the motion.

County Commissioner Jess Santamaria then addressed the Council and the members of the public and urged them to become involved and work together with the other neighboring municipalities in order to improve and maintain the quality of life in the western communities of Palm Beach County.

After discussion, including the location of the meeting to be the Water Control District Headquarters, the Motion was approved unanimously.

County Text Amendment Staff Report Amendment Round 04-02. Council Member Louda then introduced a second letter to County Commissioner Jess Santamaria concerning Text Amendment Staff Report Amendment Round 04-02, in order to ameliorate traffic impacts, and made a motion to authorize the Mayor to execute the letter. Council Member Lipp seconded the motion.

Members of the public who spoke in relation to this matter were: Mike Erickson with the Indian Trails Improvement District, Mr. Gherriman of "B" Road, Doug Shaffer, and Morley Sloss.

After discussion, the motion was approved unanimously.

Palm Beach County League of Cities. Jamie Titcomb, Executive Director of the Palm Beach County League of Cities then provided the Town Council with information related to the services that the League of Cities can provide to the Town as it begins its organizational process.

Regular Meeting Agenda. The Town Council then discussed the process for organizing the agendas for the Town Council meetings. Council Member Louda made a motion to have the Council Members provide suggestions for agenda items to the Interim Town Attorney, and then the Mayor will prioritize those items. Vice Mayor Herzog seconded the motion. After discussion, the motion was approved unanimously.

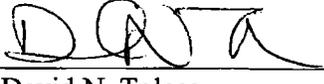
Public Comments.

Those members of the public who then spoke to the Town Council were: Alan Tobin of "B" Road, Mayor Thomas Wenham, Village of Wellington, Ken Johnson, David Stewart, and Michelle Dimone, President of the Indian Trails Improvement District.

Council Member Comments. The Town Council Members then provided comments and words of appreciation to the public with respect to the incorporation of the Town and the first Town Council meeting.

Ashley Duclair then sang "My Heart Will Go On". Rev. Cecil then provided a closing prayer.

On motion by Council Member Louda, the meeting was adjourned at 9:30 p.m.

Submitted by  4/17/07
David N. Tolces
Interim Town Attorney

DNT:dnt

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(1) REGULAR MEETINGS.—The council shall conduct regular meetings at such times and places as the council shall prescribe by resolution. Such meetings shall be public meetings within the meaning of state law and shall be subject to notice and other requirements of law applicable to public meetings.

(2) SPECIAL MEETINGS.—Special meetings may be held at the call of the mayor or, in his or her absence, at the call of the vice mayor. Special meetings may also be called upon the request of a majority of the council members. Unless the meeting is of an emergency nature, the person or persons calling such a meeting shall provide not less than 72 hours' prior notice of the meeting to the public.

(3) COMMENCEMENT.—All meetings shall be scheduled to commence no earlier than 7 a.m. nor later than 10 p.m.

(4) RULES; ORDER OF BUSINESS.—The council shall determine its own rules and order of business.

(5) QUORUM.—A majority of the full council shall constitute a quorum.

(6) VALIDITY OF ACTION.—No action of the council shall be valid unless adopted by an affirmative vote of the majority of the full council, unless otherwise provided by law.

(7) LEGISLATIVE POWERS.—Except as otherwise prescribed herein or as provided by law, the legislative powers of the town shall be vested in the council. The council shall provide for the exercise of its powers and for the performance of all duties and obligations imposed on the town by law.

(8) DEPARTMENTS.—The council may establish such other departments as it determines necessary for the efficient administration and operation of the town. Such departments, offices, or agencies shall be established by ordinance.

(9) CODE.—The council may adopt any standard code of technical regulations by reference thereto in an adopting ordinance and may amend the code in the adopting ordinance or later amendatory ordinance. The procedures and requirements governing such an adopting ordinance shall be as prescribed for ordinances generally, except that:

(a) Requirements regarding distribution and filing of copies of the ordinance shall not be construed to require distribution and filing of copies of the adopted code of technical regulations.

(b) A copy of each adopted code of technical regulations, as well as of the adopting ordinance, shall be authenticated and recorded by the town clerk.

(10) EMERGENCY ORDINANCES.—

(a) To meet a public emergency affecting life, health, property, or the public peace, the council may adopt, in the manner provided by general law, one or more emergency ordinances, but such ordinances may not enact or amend a land use plan or rezone private property; levy taxes; grant, renew,



Item 7

ORDINANCES

None



Item 8.a.

ADMINISTRATIVE UPDATE

Palm Beach State College Master Plan Submittal Process to Town

(No Backup)



Item 8.b.

ADMINISTRATIVE UPDATE

**Office of the Inspector General (OIG) letter re Loxahatchee Groves
Expenditures of Gas Tax Revenues**



John A. Carey
Inspector General

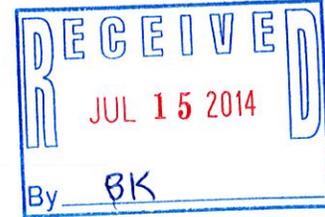
OFFICE OF INSPECTOR GENERAL
PALM BEACH COUNTY

MANAGEMENT INQUIRY



Inspector General
Accredited

July 9, 2014



Town of Loxahatchee Groves
Mark Kutney, Town Manager
14579 Southern Blvd, Suite 2
Loxahatchee Groves, FL 33470

Re: OIG# 2014-06-0008

Dear Mr. Kutney:

On June 12, 2014, the Office of Inspector General received a complaint regarding Loxahatchee Groves' expenditure of gas tax revenues. The complainant alleges the following:

- The Town discussed the possibility of using gas tax moneys to maintain culvert crossings that are privately owned.
- Roads on the Town's "gas tax map" are in some instances privately owned.
- The Town Manager, Mark Kutney, has referred to the road list in his "original complaint" as a "cobblestone path of easements."
- The Town is negotiating with Palm Beach State College to make improvements to a specific road that the Town Council claims is a Water District road, not a town road.
- The Town is giving the Water Control District \$150,000.00 from gas tax revenues to repair "district roads" not "town roads."
- The Water District Board is sending a letter to the Town specifying that \$150,000.00 in gas tax money that the Town may give the Water District will be used by the Water District for drainage.
- The Town's Vice Mayor, Ron Jarriel emphasized to the Town Council that the \$150,000.00 in gas tax money the Town is giving the Water District will be used for drainage. He recommended to the Water District that they emphasize this will be the use when they write the Town requesting the funds.

"Enhancing Public Trust in Government"

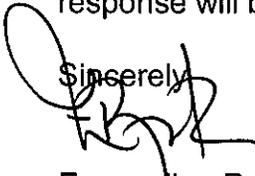
PO Box 16568, West Palm Beach, FL 33416-6568
Email: inspector@pbcgov.org Website: <http://www.pbcgov.com/oig/>
Office: (561) 233-2350 Hotline: (877) 283-7068 Fax: (561) 233-2370

Please review the allegations and provide this office with a summary of your findings by August 8, 2014, to include the following:

- Is the Town giving the Water District funds to maintain Water District Roads? What would be the legal authority for such a transfer of funds?
- Is the Town promising Palm Beach State College improvements to a Water District Road? Would this require the transfer of additional funds to the Water District?
- Does the Town intend to, or has it already provided the Water District approximately \$150,000.00 to maintain drainage culverts? If so, would that be legal?
- Lastly, assuming the transfer of gas tax funds to the Water Control District is legal, has the transfer of funds for drainage purposes occurred or is it planned to occur. If so, is the intended use for roadway and right of way drainage, or for storm drainage?

Thank you for your attention to this matter. Also, please understand that a copy of your response will be provided to the complainant.

Sincerely,



Evangeline Rentz
Intake Manager



Item 9

OLD BUSINESS

None



Item 10.

NEW BUSINESS

None