



TOWN OF LOXAHATCHEE GROVES
TOWN COUNCIL MEETING AGENDA
TUESDAY, JULY 21, 2015 @ 7:00 P.M.

ADDENDUM #1: *(Note: Correction for backup under 2.a. Consent Agenda on the July 7, 2015, Town Council Meeting Agenda.)* The Attorney Invoices were a duplicate of the May billing. Attached are the invoices from Goren, Cherof, Doody, & Ezrol, P.A. for June which will need to be approved prior to them receiving payment.

ADDENDUM #2: Please insert the attached Budget Memorandum dated July 10, 2015, as the first backup item of reference under 7.b. Resolution No. 2015-24 (Proposed Millage for Fiscal Year 2015/2016)

Mayor David Browning (Seat 4)

Vice Mayor Ron Jarriel (Seat 1)

Councilman Tom Goltzené (Seat 5)

Councilman Ryan Liang (Seat 3)

Councilman Jim Rockett (Seat 2)



Item 2.a

CONSENT AGENDA

Attorney Invoice for June 2015

GOREN, CHEROF, DOODY & EZROL, P.A.
 Attorneys at Law
 3099 East Commercial Boulevard
 Suite 200
 Fort Lauderdale, Florida 33308
 Telephone (954) 771-4500

RECEIVED
 JUL 10 2015

BY: BK

LOXAHATACHEE GROVES/TOWN OF
 155 F Road
 Loxahatchee Groves FL 33470

Page: 1
 06/30/2015
 ACCOUNT NO: 1574-0702400R
 STATEMENT NO: 4141

Attn: William F. Underwood, II - Town Manager

MDC

General Matters

		HOURS
06/01/2015	MDC Phone conference with JW on District ILA recording and documentation.	0.30
06/02/2015	MDC Follow up on document requests to Town Clerk.	0.30
06/03/2015	MDC Review proposed revisions to Article 65, revise resolution on meeting location, revise moratorium ordinance, prepare Hedging Agreement, review code/permitting matters re: 604.50 (statutory exemption), revise code orders.	2.90
06/04/2015	MDC Continue preparing items for 6/16 meeting; revise Hedging Agreement with District; prepare audit response letter, revise proposed code order (Marrero); review correspondence on ethics, disclosures; review correspondence on Day escrow.	1.50
06/05/2015	MDC Miscellaneous telephone conference with BU on pending items, review code matters, review status of district contracts; prepare election date ordinance.	1.30
06/08/2015	MDC Revise election date ordinance, telephone conference with B. Underwood on pending items, district agreements.	0.40
06/09/2015	MDC Phone conference with BU, review emails on budget items.	0.30
06/10/2015	MDC Meet with BU and PU on budget schedule, pending matters; meet with RE on form of orders.	1.00
06/11/2015	MDC Miscellaneous telephone calls with Council on status of pending matters; email correspondence on forfeiture matters; review form of notice for ordinances.	0.60
06/15/2015	SRW Discussion with MDC re: legislation. Review recently adopted legislation re: exactions and Burt J. Harris. Draft memo re: same. Multiple e-mail correspondence re: same.	0.70
	MDC Review materials for 6/16/15 meeting, confer with SW on pending code matters; telephone conference with BU on agenda items.	1.10

General Matters

			HOURS	
06/16/2015	MDC	Review materials; miscellaneous telephone conference with Council members; prepare for and attend Council meeting.	4.40	
06/17/2015	MDC	Miscellaneous follow up from 6/16/15 meeting; review amended B Road Agreement, prepare resolution; review scheduling matters for budget.	1.40	
06/18/2015	MDC	Review correspondence on forfeiture matter, review pending matters; forward materials to Council; miscellaneous telephone calls, review correspondence re: FAAC, management issues, miscellaneous telephone conference with Council members on pending items.	3.60	
06/19/2015	MDC	Phone conference with BU on pending matters; continue to review procurement issues.	0.50	
06/22/2015	MDC	Review and revise memo on revision to BJH Act, revise resolution for B Road agreement amendment.	0.40	
06/23/2015	MDC	Revise B Road resolution; prepare Road Watering Agreement for Bill to review; prepare FAAC resolution, review status of pending items.	1.20	
06/24/2015	MDC	Revise FAAC resolution, miscellaneous review of pending items.	0.30	
06/26/2015	MDC	Phone conference with BU on pending items; telephone conference with JW on agenda preparation.	1.00	
06/29/2015	MDC	Review status of agenda items; review liens, forward to BU to review; review Paradise Lane driveway request, forward letter for BU to review; telephone conference with BU re: pending code matters; prepare and finalize memo on forfeiture of office, forward agenda materials to JW.	2.30	
FOR CURRENT SERVICES RENDERED			25.50	4,717.50

RECAPITULATION			
<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
MICHAEL D. CIRULLO	24.80	\$185.00	\$4,588.00
STACEY R WEINGER	0.70	185.00	129.50

001-514-310-000 \$4,797.65

Photocopies	80.15
TOTAL EXPENSES THRU 06/29/2015	80.15
TOTAL CURRENT WORK	4,797.65
BALANCE DUE	<u>\$4,797.65</u>

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

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 ACCOUNT NO: 1574-0706600R
 STATEMENT NO: 4142

TOWN OF LOXAHATCHEE GROVES
 155 F Road
 Loxahatchee Groves FL 33470

Attn: TOWN OF LOXAHATCHEE GROVES

Solid Waste Special Assessment

			HOURS	
06/11/2015	MDC	Review schedule, begin memorandum to Town management.	0.40	
06/15/2015	MDC	Revise memo to Town on assessment schedule, telephone conference with BU.	0.40	
06/22/2015	MDC	Final memo to BU re: assessment process.	0.20	
		FOR CURRENT SERVICES RENDERED	1.00	<u>185.00</u>

		RECAPITULATION		
<u>TIMEKEEPER</u>		<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
MICHAEL D. CIRULLO		1.00	\$185.00	\$185.00

TOTAL CURRENT WORK 185.00

BALANCE DUE \$185.00

MDC

001-514-310-000 *\$ 185.00*

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LOXAHATACHEE GROVES/TOWN OF
155 F Road
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Page: 1
06/30/2015
ACCOUNT NO: 1574-1107571R
STATEMENT NO: 4143

Attn: William F. Underwood, II - Town Manager

adv. Todd McLendon (Code Enforcement Violation)

			HOURS	
06/03/2015	MDC	Review materials for 6/04 meeting.	0.30	
06/04/2015	MDC	Meet with counsel for McLendon and Lefkowitz re: noise issues, status of code case.	0.80	
06/08/2015	MDC	Phone conference with Bev Tew re: 6/10/15 hearing.	0.20	
06/09/2015	MDC	Review materials for 6/10/15 hearing.	0.40	
06/10/2015	MDC	Continue reviewing materials; prepare for and attend hearing in Loxahatchee Groves.	<u>2.50</u>	
		FOR CURRENT SERVICES RENDERED	4.20	<u>777.00</u>

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
MICHAEL D. CIRULLO	4.20	\$185.00	\$777.00

TOTAL CURRENT WORK 777.00

BALANCE DUE \$777.00

MDC

001-514-310-000 \$ 777.00

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

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LOXAHATACHEE GROVES/TOWN OF
 155 F Road
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 06/30/2015
 ACCOUNT NO: 1574-1107587R
 STATEMENT NO: 4145

Attn: William F. Underwood, II - Town Manager

Cherney (1666 C Road - RV Park)

		HOURS	
06/05/2015	SRW Follow up with Bill re: zoning determination letter.	0.30	
06/15/2015	SRW Discussion with MDC re: case status. Follow up communication with Bill re: same.	0.40	
06/23/2015	SRW Review zoning determination letter issued by Town. Discussion re: zoning determination letter and special magistrate hearing.	0.60	
06/26/2015	SRW Meet w/ MDC re: case. T/c/c with Bill re: zoning determination.	0.50	
	FOR CURRENT SERVICES RENDERED	1.80	<u>333.00</u>

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
STACEY R WEINGER	1.80	\$185.00	\$333.00

TOTAL CURRENT WORK 333.00

BALANCE DUE \$333.00

MDC

001-514-310-000 \$ 333.00

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

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 06/30/2015
 ACCOUNT NO: 1574-1107590R
 STATEMENT NO: 4146

TOWN OF LOXAHATCHEE GROVES
 155 F Road
 Loxahatchee Groves FL 33470

Attn: William F. Underwood, II - Town Manager

vs. Tufano (Code Enforcement)

			HOURS	
06/19/2015	SRW	Review correspondence from Gary Brandenburg, Esq. re: code enforcement proposal.	0.50	
06/23/2015	SRW	Discussion re: code enforcement settlement proposal.	0.30	
06/26/2015	SRW	Meet w/ MDC re: case. T/c/c with Bill re: settlement proposal.	0.50	
		FOR CURRENT SERVICES RENDERED	1.30	<u>240.50</u>

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
STACEY R WEINGER	1.30	\$185.00	\$240.50

TOTAL CURRENT WORK 240.50

BALANCE DUE \$240.50

001-514-310-000 # 240.50

MDC

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TOWN OF LOXAHATCHEE GROVES
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ACCOUNT NO: 1574-1107592R
 STATEMENT NO: 4147

Attn: William F. Underwood, II - Town Manager

2015 Town Manager RFP & Contract

			HOURS	
06/17/2015	MDC	Review of previous process used in 2011.	0.30	
06/18/2015	MDC	Review 2011 materials, forward to Council and Town Administration, forward materials to Town Council.	0.50	
06/23/2015	MDC	Continue reviewing matters for RFP process.	0.40	
06/24/2015	MDC	Continue reviewing documents, logistics for schedule, review notes from FAAC meeting.	0.50	
06/26/2015	MDC	Review form RFP, revise per FAAC comments; update information in RFP.	1.70	
	JGH	Review Town Manager RFP/procurement matters.	0.50	
06/29/2015	MDC	Continue revising and preparing RFP materials for 7/07 meeting; review Deming proposal; prepare memo to Town Council; forward materials to Town Clerk.	2.30	
		FOR CURRENT SERVICES RENDERED	6.20	1,147.00

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
MICHAEL D. CIRULLO	5.70	\$185.00	\$1,054.50
JACOB G. HOROWITZ	0.50	185.00	92.50

001-514-310-000 \$1,152.60

Photocopies	5.60
TOTAL EXPENSES THRU 06/29/2015	5.60
TOTAL CURRENT WORK	1,152.60
BALANCE DUE	\$1,152.60

AMOUNTS PREVIOUSLY BILLED NOT INCLUDED ABOVE

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LOXAHATACHEE GROVES/TOWN OF
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 ACCOUNT NO: 1574-1107581R
 STATEMENT NO: 4144

Attn: William F. Underwood, II - Town Manager

Chamber of Commerce Property

			HOURS	
06/05/2015	RLL	Review post-closing title update; prepare owner's title insurance policy.	1.00	
06/08/2015	RLL	Prepare closing binders for client and for file.	1.00	
			<u>2.00</u>	<u>250.00</u>
			FOR CURRENT SERVICES RENDERED	

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL</u>
RACHEL L LEACH	2.00	\$125.00	\$250.00

Photocopies	27.65
TOTAL EXPENSES THRU 06/29/2015	<u>27.65</u>
TOTAL CURRENT WORK	277.65
BALANCE DUE	<u>\$277.65</u>

001-514-310-000 \$ 277.65
 NO C



Item 7.b.

RESOLUTIONS

Resolution No. 2015-24

(Proposed Millage for Fiscal year 2015/2016)

Budget Memorandum Added



Town of Loxahatchee Groves

155 F Road ▪ Loxahatchee Groves, Florida 33470 ▪ (561) 793-2418 Phone ▪ (561) 793-2420 Fax ▪ www.loxahatcheegrovesfl.gov

MEMORANDUM

TO: Mayor and Town Council

FROM: William F. Underwood, II, Town Manager, ICMA-CM, CGFO *WFM*

DATE: July 10, 2015

RE: Proposed FY 2016 Preliminary Recommended Annual Town Budget and Capital Improvement Plan

INTRODUCTION

This memorandum transmits the Town Manager's preliminary recommended Town Budget for FY 2016 and Capital Improvement Plan (CIP). The recommended budget for all funds is about 37% less than the FY2015 appropriations and is funded at \$2,050,982 which includes the following:

- General Fund Budget - \$1,204,919 - representing 58% of the total budget
- Transportation - \$ 366,571 – representing 18% of the total budget
- Capital Improvement Program - \$40,000 – representing only 2% of the total FY 2015 budget
- Solid Waste \$446,492 – representing 22% of the total budget

For fiscal year 2016, homesteaded properties could only be increased 0.8% pursuant to Section 193.155(1), F.S. That is, a home assessed for taxes at \$135,000 at January 2014 would only be increased \$1,080 to \$136,080 for this fiscal year. What does this mean to the homesteaded property if the millage rate remains 1.2000 mills?

Last year the homeowner paid ad valorem taxes to the Town - \$162.00
This year the homeowner will pay ad valorem taxes to the Town - \$163.30

The homeowner will realize an increase of \$1.30 in ad valorem taxes for the year or about **\$0.11** per month.

The proposed budget includes revenue generated by Ad Valorem taxes at a millage rate of **1.2000** mills which is 0.2718 mills or about **22.7% below** the maximum rolled-back rate of 1.4718 mills. This maximum millage rolled-back rate is equal to a rolled-back rate calculated using the prior year taxes that would have been levied if the maximum majority vote millage rate had been adopted. This rate can be adopted by a simple majority of Town Council.

However, the proposed millage rate of 1.2000 mills is 10.34% above the current year rolled-back rate of 1.0759 mills. This millage rate is recommended for two reasons. First, this millage rate provides enough of a 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. Secondly and more importantly, the approximate \$36,137 in extra revenue is used along with other funds to reduce the Town’s residential solid waste assessment.

A typical 5-acre home site with an average taxable value of \$135,000 and the standard \$50,000 homestead exemption (Average Homestead) would see about a \$10.55 increase in ad valorem taxes above the current rolled-back rate from \$91.45 to \$102.00. However, this same home would experience a **\$44.10 reduction** in their solid waste assessment. This is a **decrease of \$33.55** for the homeowner. In other words, homeowners would generally experience about a **7.7% decrease** in their tax bill expense from the *Town of Loxahatchee Groves*.

This proposed budget incorporates only the state shared revenues, updated through July 15th, 2015, 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 21th meeting.

BUDGET HIGHLIGHTS

The FY 2016 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 them at their June 22nd meeting. The FAAC provided no response to the proposed budget at that meeting. Since that meeting, the Florida Revenue Estimating Conference has provided some, but not all the estimates for FY 2016. Those changes are now incorporated into the FY 2016 proposed budget. Specifically, the budget implemented the following:

General Fund

- Maintain the millage rate at 1.2000 mills which is the same millage rate as last year and produces \$36,137 in additional revenue. Further, a new account is established for receiving the payment in lieu of taxes (P.I.L.O.T.) from Big Dog Ranch for \$7,000 for FY 2016. This extra revenue is used to help reduce the solid waste assessment burden.
- Increase the revised Legislative budget by 5.6% to accommodate the potential for hiring a lobbyist or other professional to implement FSS 95.361 regarding perfecting roads dedicated to the Town of Loxahatchee Groves.
- Increase Comprehensive Planning and Zoning by 13.9% to accommodate increased activity for increase mapping to remove properties from the FEMA flood zone, modify the Unified Land Development Code (ULDC), and provide for the adoption of the flood plain ordinance by the Town to protect residents in the event of natural disaster.

- General Government reflects an 83% reduction due to the prior year expenditure for the Town Hall and land purchase.
- Increase Law Enforcement budget for PBSO police services by \$5,662 pursuant to a 2% contract increase (letter attached; Agreement in 7/21/2015 agenda) to \$288,746 and a slight reduction to \$10,000 for assistance in eradicating the illegal dumping of manure and other items within the Town limits.
- Increased Public Works budget by \$1,000 to \$2,000 for labor used in the delivery of items, or any related physical environment work product.

Transportation Fund

- The Transportation Fund continues to provide a \$93,738 supplement to the LGWCD and maintains the funding level for traffic control signs, slightly reducing road maintenance while increasing special projects for trails by about 25% to \$75,000. Further, the fund anticipates reserving about \$117,326 of the second local option fuel tax (five-cent) for future road improvements.

Capital Improvement Fund

- The Capital Improvement Plan (CIP) more specifically addresses the implementation of the \$40,000 grant received by Palm Beach County for trail enhancement on North Road. New capital projects will be incorporated in this year's Capital Improvement Plan (CIP) for FY 2016 when funding becomes available.

Solid Waste Fund

- The Solid Waste Fund is increasing about 1.2% to \$446,492. This overall increase reflects the ability of the Town to absorb a 3.5% increase from Waste Pro (email notice attached) for collection and removal. The proposed budget also eliminates the waste monitor contract following notice by the provider to the Town Council of his decision to terminate the contract effective September 30, 2015.
- Additionally, this budget proposes a slight reduction in other sanitation service typically used for hurricane preparation. The proposal is to supplement the solid waste assessment with a **\$58,036 transfer** from the General Fund. These actions reduce the citizens' solid waste assessment by \$44.10. This represent about a **13% reduction** from \$344.10 to **\$300.00** per year.

SUMMARY

Of course, the Town Council will have the two subsequent hearings in September to further modify the budget presented herein. 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, development of horse trails as directed, continued replacement of traffic control signage, grading, mowing, watering and hedging maintenance on Town roads.

We believe this proposed budget meets or exceeds many of the community needs that will be met through implementation.

- The Town's millage rate remains at 1.2000 mills which is about \$10.55 increase in taxes for the Average Homestead.
- The Town's residential solid waste rate falls to \$300.00 from \$344.10 a savings of \$44.10 for all residential properties.
- Overall savings to Town residents is \$33.55 to the Average Homestead.