

Florida's Last Frontier



Town of
LOXAHATCHEE GROVES

Monday, March 28, 2016

TOWN OF LOXAHATCHEE GROVES

FINANCE ADVISORY & AUDIT COMMITTEE MEETING AGENDA

Chair Anita Kane

Vice Chair Greg Tindall

Committee Member Bruce Cuningham

Committee Member Ken Johnson

Town Council Liaison Ryan Liang



Finance Advisory & Audit Committee Meeting

Monday, March 28, 2016 at 7:00 p.m.

Town Hall, Conference Room, 155 F Road

Anita Kane, Chair
Greg Tindall, Vice Chair
Committee Member Bruce Cuningham
Committee Member Ken Johnson

Town Council Liaison Ryan Liang
Town Manager Bill Underwood
Town Clerk Virginia Walton

PUBLIC NOTICE/AGENDA

1. OPENING

- a. Call to Order & Roll Call
- b. Approval of Agenda

2. PUBLIC COMMENTS

3. CONSENT AGENDA –

- a. Minutes – November 30, 2015 (*Page 3*)
- b. Minutes - January 25, 2016 (*Page 5*)

4. PRESENTATION – None

5. OLD BUSINESS –

- a. Discussion Relative to Financial and Accounting Procedures

1. Draft Revenue Collection Procedures Policy (*Page 9*)
2. Draft Cash Receipts Procedures Policy (*Page 18*)
3. Draft A/P Procedures Policy (*Page 23*)

b. Discussion Relative to Investment of Town Surplus Funds –

1. Florida Local Government Investment Trust – Florida Court Clerks and Comptrollers and Association of Counties (*Page 32*)
2. Florida Municipal Investment Trust – Florida League of Cities (*Page 47*)
3. State Board of Administration (SBA) – State of Florida

5. NEW BUSINESS

a. Approval of FY 2016 January Financial Statements

1. Budget vs Actual (*Page 59*)
2. Bank Reconciliation Report (*Page 65*)

b. Approval of FY2016 February Financial Statements

1. Budget vs Actual (*Page 75*)
2. Bank Reconciliation Report (*Page 81*)

c. Bank Statements – January and February 2016 (*Not included as part of Agenda Packet*)

d. Review of Reimbursements – (*Page 94*)

6. ADMINISTRATIVE UPDATE

a. Financial Software Implementation Update

b. Draft Purchasing Manual – (*Page 102*)

1. Ordinance No. 2008-09 – Procurement (*Page 131*)
2. 2014-08-26 Draft Purchasing Ordinance (*Page 154*)

7. CLOSING REMARKS

a. Public

b. Committee Members

8. ADJOURNMENT

The next FAAC meeting is April 25, 2016

Comments Cards: Anyone from the public wishing to address the FAAC must complete a Comment Card before speaking. This must be filled out completely with your full name and address and given to the Town Coordinator. 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 FAAC 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.



Finance Advisory & Audit Committee Meeting
Monday, November 30, 2015 at 7:00 p.m.
Town Hall, Conference Room, 155 F Road

MINUTES

1. OPENING

a. Call to Order & Roll Call

Chair Kane called the meeting to order at 7:00 PM. Chair Anita Kane, and Committee Members Ken Johnson and Greg Tindall were presented. Also in attendance was Town Manager Bill Underwood and Perla D. Underwood, UMSG.

b. Approval of Agenda

Member Moved, and Seconded by to approve the Agenda. The vote on the motion was unanimous, 3/0.

2. CONSENT AGENDA –

a. Minutes – October 26, 2015

Member Moved, and Seconded by Member to approve the October 26, 2015 minutes as presented. The vote on the motion was unanimous, 3/0.

3. PRESENTATION

4. OLD BUSINESS –

a. Review of Finance and Accounting Procedures Manual - Chair Anita Kane

b. Sales Tax Policy Development – *Postponed to January 2016 Meeting*

5. NEW BUSINESS

- a. Approval of FY 2015 October Financial Statements
 - 1. Budget vs Actual (*Page 15*)
 - 2. Bank Reconciliation (*Page 21*)
- d. Bank Statements – October 2015 (*Not included as part of Agenda Packet*)
- e. Review of Reimbursements – (*Page 46*)

5. ADMINISTRATIVE UPDATE

- a. Cancellation of December 28, 2015 Meeting

6. CLOSING REMARKS

- a. Public
- b. Committee Members

7. ADJOURNMENT

There being no further business to come before the FAAC, Chair Kane adjourned the meeting at 8:30 PM.

Perla D. Underwood, UMSG

Anita Kane, Chair



Finance Advisory & Audit Committee Meeting

Monday, January 25, 2015 at 7:00 p.m.

Town Hall, Conference Room, 155 F Road

MINUTES

1. OPENING

a. Call to Order & Roll Call

Chair Kane called the meeting to order at 7:00 PM. Present were Chair Anita Kane, Member Bruce Cuningham and Member Ken Johnson. Member Greg Tindall was absent from the meeting. Also in attendance was Town Manager Bill Underwood, and Perla D. Underwood, UMSG.

b. Introduction of Member Bruce Cuningham

Members welcomed Mr. Cuningham as a new member of the FAAC. Member Cuningham provided the Committee with a brief overview of his experience in government finance.

c. Approval of Agenda

Member Johnson Moved and Seconded by Member Cuningham **to approve** the Agenda as presented with one change as follows: Add Public Comments after approval of the Agenda, and include under New Business, review of Resolution No. 2015-18 relating to procedures and public participation for Town Boards. The vote on the motion carried unanimously, 3/0.

2. PUBLIC COMMENTS -

3. CONSENT AGENDA –

a. Minutes – May 26, 2015

b. Minutes – July 27, 2015

Upon question from Member Cuningham with respect to voting on approval of this item, he was advised that members are required to vote on all matters with the exception of voting conflicts.

Following discussion, Member Johnson Moved, and Seconded by Member Cuningham **to approve** the minutes of May 5, 2015 and October 26, 2015 as presented. The vote on the motion was

unanimous, 3/0.

4. PRESENTATION – None

5. OLD BUSINESS –

a. Review of Finance and Accounting Procedures Manual – Chair Anita Kane

Chair Kane advised that she had requested this item included for discussion as she is of the opinion that the Town's current Finance and Accounting Procedures Manual is not what she would not classify as an accounting procedures manual, but a resource that identifies general information about revenue sources, and the finance function. Town Manager Underwood highlighted areas with the manual that are in conflict with the Charter and the Town's Fiscal Policies.

Underwood provided members with a sample Accounts Payable Policies and Procedures that included: invoice payment, check processing, manual checks, VOID checks, year-end processing, general ledger account reconciliation, and IRS Form 1099 MISC. Other section that included employee travel authorization and expense verification, employee educational assistance program, monthly reconciliation, and ACH invoices and payments for payroll deductions at this time are not applicable to the Town, but were included for informational purposes only.

Following discussion, the committee generally agreed that each member would review the sample provided or look at other manuals available, and provide input to Management for inclusion in the formation of a draft policy for consideration by the committee at a later date.

Underwood additionally advised that he will bring back a sample Policies and Procedures template for accounts receivable in the future.

b. Review of Resolution No. 2015-18 Relating to procedures and public participation for Town Boards and Committee Meetings.

The Committee reviewed the Resolution as adopted by the Town Council on May 19, 2015, that sets forth process for conducting all meeting of boards and committees.

6. NEW BUSINESS

a. Discussion Relative to Investment of Town Surplus Funds

As the request of Town Council, the committee reviewed information provided with respect to participation in the Florida Municipal Investment Trust (FMIT) to include a sample Resolution/Ordinance format for participation in FMIT.

Following a lengthy discussion on FMIT, the State Board of Administration (SBA) investment funds, and other outside investments that may be available to local governments, the committee agreed that further review and discussion of all options available is necessary prior to providing the Town Council with a recommendation at this time.

b. Approval of FY 2015 October, November and December Financial Statements

1. Budget vs Actual
2. Bank Reconciliation

With respect questions about charges to account numbers in the Budget Report, staff advised that in the Expenses Detail of the Reconciliation Report all expenditures are identified by vendor name, accounts charged, item amounts, and totals. In addition, the Detail Trial Balance provided reflects all revenues and expenditures by account for the period. Finally, staff provided a brief overview of all current escrow (Cost Recovery) accounts.

Upon suggestion by Member Cunningham, the Committee generally agreed that the Detail Trial Balance Report not be included in future Agendas. Staff did advise that the Detail Trial Balance would remain available for committee members at their pleasure, and a copy would be available at each meeting for reference.

Finally, staff advised that all payments made with respect to reimbursing the LGWCD for surveying of canal maintenance easements have been posted in the Capital Improvement Fund account no. 305-541-654-000 at this time. These entries will be corrected as part of the next Budget Amendment request to Town Council by adding a new account line item for these charges.

Member Johnson Moved, and Seconded by Member Cuningham **to approve** the October, November, and December Financial Reports as presented. The vote on the motion was unanimous, 3/0.

- c. Bank Statements – October, November, and December 2015 (*Not included as part of Agenda Packet*)
- d. Review of Reimbursements –

Member Johnson Moved and Seconded by Member Cuningham **to accept and approve** Bank Statements and Reimbursements submitted. The vote on the motion was unanimous, 3/0.

7. ADMINISTRATIVE UPDATE

- a. OIG Performance Audit –

Staff provided a brief status update on process with respect to the OIG performance audit. Staff advised that expenditures for FY2014 and FY2015 are being provided as requested. Copies of selected contracts and agreements have been provided as well along with any additional information/verification requested.

- b. Financial Software Implementation

Town Manager Underwood provided the Committee with a brief status of the software implementation and tentative schedule for work on this matter.

- c. Discussion Relative to Meeting Date Change Request by Member Tindall

Perla Underwood advised that Member Tindall had requested that the Committee consider changing the date of its meeting to Tuesday or Friday evenings as he is unable to unavailable on

Mondays, Wednesday, and Thursday as a result a schedule conflict.

After discussion, Committee members unanimously agreed that Friday evenings was not a good day to hold meetings, and Tuesday evening are Town Council meeting, and did not feel that FAAC and Town Council should hold meeting on the same day of week.

Chair Kane requested that Member Tindall be provided a copy of the sample Finance and Accounting Procedures Manual so that he can provide the committee his suggestions and input for inclusion in the draft manual.

6. CLOSING REMARKS

- a. Public
- b. Committee Members

7. ADJOURNMENT

There being no further business to come before the FAAC, Chair Kane adjourned the meeting at 9:05 PM. _____

Perla D. Underwood, UMSG

Anita Kane, Chair

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Revenue Collection

REVISION DATE:

A. AD VALOREM TAXES

POLICY:

The ad valorem tax is an annual tax assessed on real and personal property, based on the assessed value, within Loxahatchee Groves. The taxes are collected by Palm Beach County and remitted to the Town on a monthly basis. Town management is responsible for the receipt and proper recording of the revenue on a timely basis.

PROCEDURES:

1. Recording of Revenue:
 - a. Upon receipt of the incoming wire notification from the financial institution, and notification from Palm Beach County Revenue Collection Department, _____ prepares the journal entry to record the revenue.
 - b. The journal entry is reviewed and approved by _____ and is forwarded to the _____ for posting to the financial system.
 - c. The _____ reviews the general ledger to ensure the accurate posting of the journal entry.
2. Monthly Reconciliation:
 - a. At the end of each month the _____ runs an Account Detail History report for the ad valorem tax revenue code in the financial system.
3. Annual Recertification:
 - a. The _____ is responsible for the annual recertification process.

REFERENCE:

B. SPECIAL ASSESSMENT FEES

POLICY:

Per Florida State Statutes, Chapter 170, Supplemental and Alternative Method of Making Local Municipal Improvements, municipalities have the authority for providing improvements and collecting special assessments against the real property benefited.

Special assessments are billed through the non-ad valorem tax roll. The Town, through Palm Beach County,

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Revenue Collection

REVISION DATE:

places the annual assessment on the property owners' tax bill. The County remits the payments to the Town on a monthly basis. Town Management is responsible for the receipt and proper recording of the fee.

PROCEDURES:

1. Recording of Revenue:
 - a. If payments are being made through the County, upon receipt of the incoming wire notification from the financial institution, and notification from Palm Beach County Revenue Collection Department, the _____ prepares the journal entry to record the revenue.
 - b. The journal entry is reviewed and approved by the _____ and is forwarded to the _____ for posting to the financial system.
 - c. The _____ reviews the general ledger to ensure the accurate posting of the journal entry.
2. Quarterly reconciliation:
 - a. At the end of each quarter the _____ runs an Account Detail History report for the special assessment revenue code in the financial system.

REFERENCE:

C. FRANCHISE FEES

POLICY:

Franchise fees are collected by the Town in accordance with Florida Statute 337.401, which allows municipalities to collect fees, up to seven (7) percent, for use of right-of- way for acquisition, disposal and use of property. Town Management is responsible for the receipt and proper recording of the revenue on a timely basis.

PROCEDURES:

1. Recording of Revenue:
 - a. Upon receipt of the funds received by monthly wire transfer, the _____ enters a journal entry to record the revenue in the financial system. Upon review and approval by the _____ the journal entry is posted by General Ledger Accountant.
 - b. For funds received by monthly check, the _____ forwards the check to the _____ for recording in the cashiering system and deposit to the bank.

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Revenue Collection

REVISION DATE:

c. The _____ reviews the general ledger to ensure the accurate posting of the journal entry.

2. Monthly Reconciliation:

a. At the end of each month the _____ runs an Account Detail History report for the franchise fee revenue codes in the financial system for the quarter.

REFERENCE:

D. COMMUNICATION SERVICES TAX AND UTILITY TAX

POLICY:

The Town has the authority to levy a utility tax to each and every person or purchaser using electricity, natural or bottled gas, fuel oil, water and sanitary services and local telephone and telegraphs within the Town limits. Under the provisions of Section 166.231 of the Florida State Statutes the amount levied is not to exceed ten (10) percent of the payments received by the seller of the service. The seller of the communication services remits the payments to the State, then the State sends an ach credit each month for the total due to the Town of Loxahatchee Groves. The utility taxes for electricity, natural or bottled gas, fuel oil water and sanitary services are sent to the Town of Loxahatchee Groves by the individual vendors.

PROCEDURES:

1. Recording of Revenue:

a. Upon receipt of the funds received by wire transfer or ach credit, The _____ enters a journal entry to record the revenue in the financial system. Upon review and approval by the _____ the journal entry is posted by the _____.

b. Upon receipt of the checks, the _____ forwards the checks to the _____ for recording in the cashing system and deposit to the bank.

c. The _____ reviews the general ledger to ensure the accurate posting of the journal entry.

2. Monthly reconciliation:

a. At the end of each month the _____ runs an Account Detail History report for the Communication Service Tax and Utility tax revenue codes in the financial system for the month.

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Revenue Collection

REVISION DATE:

REFERENCE:

E. LICENSES AND PERMIT FEES

POLICY:

Pursuant to _____, no one is allowed to engage or manage any business, occupation or profession without first paying the relevant fee and obtaining a county license. Town Management is responsible for the recording of the revenue to the appropriate accounts.

PROCEDURES:

1. Recording of Revenue:

- a. The Planning Tech processes the payment from the customer. The _____ posts the payment into the cashier system. .
- b. Each week, the cashier payments are posted to the general ledger by the _____.

REFERENCE:

F. INTERGOVERNMENTAL REVENUES

POLICY:

The Town shares in several revenue sources levied by the State or County. The major revenue sources are the local option gas tax, the eight (8) cent motor fuel tax, the special fuel and motor fuel taxes, the communication services tax and the ½ cent sales tax. Town Management is responsible for the receipt and proper recording of the revenue on a timely basis.

PROCEDURES:

1. Recording of Revenue:

- a. Upon receipt of the funds received by wire transfer, the _____ enters a journal entry to record the revenue in the financial system. Upon review and approval by the _____, the journal entry is posted to the general ledger by the _____.
- b. Upon receipt of the check from the State or County, the _____ codes the check with the proper charge code and forwards the check to the _____ for recording in the cashing system and deposit to the bank.

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Revenue Collection

REVISION DATE:

c. The _____ reviews the general ledger to ensure the accurate posting of the journal entry.

2. Monthly Reconciliation:

a. At the end of each month the _____ runs an Account Detail History report for the intergovernmental revenue codes in the financial system for the month.

REFERENCE:

G. UTILITY, SOLID WASTE FEES

POLICY:

Per Town Code of Ordinance _____ the Town is authorized under the provisions of Florida Statutes Chapter 166 and section 403.0893 to establish just rates, fees and charges for the services and facilities provided by the solid waste system. Town Administration is responsible for the assignment of fees for the services provided. The Accounting Division is responsible for the reconciliation and recording in the financial management system.

PROCEDURES:

1. Recording of Revenue:

a. The U

2. Recording of Payments:

a. The Accountant posts the payments into the financial system.

b. The Accountant reviews and updates the payment batches to the general ledger via the payments

3. Uncollectible Accounts:

a. At year end the Accountant prepares a journal entry to fully reserve all delinquent receivables over 60 days. The journal entry is reviewed and approved by the Town Manager and posted to the financial system by the Accountant.

b. The Accountant reviews the general ledger to ensure the accurate posting of the journal entry

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Revenue Collection

REVISION DATE:

REFERENCE:

H. GRANTS, FORFEITURE FUNDS, AND RELATED AID PROGRAMS

POLICY:

The Town may receive grants from the federal, state, county governments, and other public entities, as well as state aid from the state government. Grants are contributions or gifts of cash or other assets from another government or agency thereof, with specific expenditures allowed by the Town. State-aid programs fund specific programs and are generally activity-based rather than expenditure-based with funds received derived from the activity versus the expenditure incurred. The Town Council, through a resolution, prior to accepting the funding, must approve grants and state aid programs. In addition, some grants may require a local match from the Town, and may be either an “in-kind” or cash match.

Town Management is responsible for ensuring the initial grant, including the budget, is properly set up in the financial system, and the match funding provided if applicable. The _____ also performs financial reporting and subsequent closeout of the grants. For non-police-related grants and aid programs, the originating _____ who receives the funding is responsible to meet all the requirements of the grant or aid program.

PROCEDURES:

1. Financial System Setup:

a. The _____ receives a fully-executed resolution and grant/agreement from the originating department and forwards the information to the Financial manager. The Financial Manager then sets up the budget in the GEMS financial management application (refer to Account Code and Budget Amendment procedures).

b. The _____ creates a file folder for each award with supporting documentation.

c. When the fund and the budget are set up in Financial System, the _____ runs an Account History Report to ensure the grant/program has been properly set up.

2. Recording of Revenue:

a. At the end of each fiscal quarter the _____ reviews grant expenditures made during the period, and prepares a journal entry to accrue revenue and the related receivable. The _____ submits the entry to the _____ for approval and then posts it to Financial System.

3. Recording of Payments:

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Revenue Collection

REVISION DATE:

- a. Funds received via a wire-transfer are recorded through a journal entry prepared by the _____. Upon review and approval by the _____, the journal entry is then given to the _____ for posting.
 - b. Funds received by check are deposited into the appropriate account through the cashier.
 - c. An Account History Report is run the next week to ensure the proper recording of the revenue.
4. Processing Expenditure Requests:
- a. The _____ determines whether funds are available, by budget category, to cover the amount(s) requested, by running an Account History for the entire grant. The budget balance available less requested amount(s) must equal to or more than zero to be approved. Program income, where applicable, may be used to cover expenditure requests if the budgeted amounts have been exhausted.
 - b. For grants and state aid programs, the originating department submits the vendor invoice and Purchase Order to _____ for processing. The _____ submits the documentation to the _____ for payment approval and then processes the invoice for payment.
 - e. Following payment, the _____ makes a copy of the check and supporting documentation which the _____ places in the grant/program file.
4. Quarterly Reconciliation:
- a. At the end of each quarter the _____ runs an Account History report for the grant funds, and state-aid program funds in the financial system.

H. GRANTS, AND RELATED AID PROGRAMS

- b. For the grants handled by the departments, the report is reviewed by the _____ against the most recent financial report or reimbursement request provided to the funding agency. The documentation is then initialed and dated by the _____.
 - c. All remaining funds are reviewed in general to monitor for incorrect posting to the funds.
 - d. The reports are forwarded to the _____ for review and approval.
6. Reporting:
- a. The semi-annual state reports and the annual federal reports are prepared by the _____, utilizing the Account History Report from the financial system, and

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Revenue Collection

REVISION DATE:

forwarded to the appropriate officials for signature. Once proper signatures are obtained, the reports are faxed/mailed to the applicable agencies, and copies made for file.

REFERENCE:

K. MISCELLANEOUS TOWN BILLINGS

POLICY:

The _____ is responsible for the billing and collection of miscellaneous revenue due the Town through external contracts or internally generated revenue. At sixty (60) days delinquent all outstanding amounts are fully reserved.

PROCEDURES:

1. Code Enforcement Violations Billings:

- a. The _____ receives a Code Enforcement violation from the Special Magistrate. If the property owner has a existing account, the customer is billed. If there is no account, the form is sent to the _____ for invoicing.
- b. When payment is received from the customer, the _____ the payment into the financial system.
- c. Each week, the _____ system updates to the general ledger of the financial system recording the revenue.

K. MISCELLANEOUS TOWN BILLINGS (Cont'd)

2. Billing of Receivables:

- a. Invoices are prepared on a monthly and yearly basis. Each month the Town invoices for _____.
- b. Invoices are processed in the financial system.

3. Monthly Reconciliation:

- a. Each month the total of the miscellaneous customer balances in the sub-ledger are balanced to the total of miscellaneous accounts receivable in the general ledger.

4. Delinquent Accounts:

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Revenue Collection

REVISION DATE:

- a. On a monthly basis the _____ reviews the miscellaneous receivables for delinquent accounts.
 - b. For the delinquent accounts with balances over 60 days, a statement and/or an additional invoice is sent to the customer indicating the balance is past due.
 - c. For delinquent accounts with balances over 90 days, a second statement and/or an additional invoice is sent to the customer indicating the balance is past due.
5. Uncollectible Accounts:
- a. At year end accounts that are 90 days delinquent are considered to be uncollectible and a journal is prepared and any amount that is 90 days delinquent is posted as uncollectible.

REFERENCE:

DRAFT

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Cash Receipts

REVISION DATE:

GENERAL STATEMENT

Cash by its nature can be easily misplaced, lost or stolen if proper controls are not in place to safeguard it from misuse or theft. Town Management is responsible for maintaining a cash receipt process consistent with this policy. A designated staff member will have a cash receipt function and shall oversee the function. The word “cashier” means the staff who handles cash receipts. This policy provides general guidelines for this function.

A. DAILY ADMINISTRATION

POLICY:

Daily cash receipts shall be kept in a secure space ready for deposit in the Town’s bank. The designated staff shall have the access to. Cash is kept in a fire proof cabinet at the Town Hall. The cashier overseeing daily cash receipts have the access to cabinet.

B. CASH OPENING ACTIVITIES AND CASH DRAWER

POLICY:

The Cashier must verify the currency and coin amount needed to issue customers change at the beginning of each day. This should not fluctuate and should be a fixed (float) amount.

PROCEDURES:

1. Monitor the cash drawer:
 - When the cash drawer gets full or when large bills have been received, notify the designated staff to immediately transfer that currency from the cash drawer to the safe.
 - Lock all cash and coins in the secure cabinet or in the drawer except when in use.
 - Never leave the cash drawer unattended.
 - Never allow anyone not assigned to the function to touch the cash drawer.
 - Cash should **not** be given back as change to a customer for any type of check, money order or credit card payment.

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Cash Receipts

REVISION DATE:

C. RECEIPT OF CHECKS

POLICY:

The Town of Loxahatchee Groves will accept checks as a form of payment. The following details the types of checks (including money orders) accepted by the Town:

- Personal Checks – Personal checks are the most common types of checks. Personal checks belong to the people who maintain demand account balances at the banks.
- Company Check – Company checks may appear similar to personal checks; however, they may have a carbon paper strip attached for the companies own bookkeeping system. Company checks may also have stubs or copies attached.
- Cashiers Checks – This is a check drawn by a bank on its own funds. Since only the failure of the bank would cause the bank not to honor such checks, they are usually accepted readily.
- Personal Money Orders – A personal Money Order is a check purchased by a customer from an institution for cash. Institutions usually restrict the maximum amount for which they will issue a Money Order.
- Travelers Check – Travelers checks are designed for use by persons on business or vacation trips, but are also used in other situations. They are signed on the face of the check when purchased and countersigned when cashed, either on the face or on the back. When using travelers’ checks, the customer must countersign and write in the payee in the presence of cashier.

Foreign Checks and travelers checks should not be accepted unless the words “U.S. Funds” appear on the check.

PROCEDURES:

All checks are to be endorsed upon receipt by imprinting, stamping or writing the endorsement on the first 1.5 inches on the back of the check on the trailing edges.

All checks are to be reviewed for the completeness of the following information:

- Current date – the check should neither be stale dated (180 or more days in the past) nor post-dated (check dated in the future).
- Drawer of check – a drawer is a company or an individual who is paying for a Town service.
- Amount of check – the amount must appear twice: spelled out and printed in numbers. When amounts do not agree, the written amount is the amount utilized by the bank.

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Cash Receipts

REVISION DATE:

- Signature of maker or drawer.
- Information of person writing the check:
 - Full name of person writing the check
 - Home address
 - Home telephone number
 - Business address (if applicable)
 - Business telephone (if applicable)
- Routing and account numbers – if the routing and account numbers are not pre-printed at the bottom of the check, the check should not be accepted.
- Payee – fill in the Town’s name if this was left blank.

D. CASH RECEIPT PROCESSING

POLICY:

The cashier accepts payment from the public for accounts receivable, building permits, business tax receipts, liens, public records request and other miscellaneous invoices. A receipt shall be given to the customer for the payment, preferably pre-numbered. The cashier is also responsible for posting all funds received by all departments in the Town.

All money received by the cashier must be prepared for **deposit to the bank on a weekly or sooner basis.**

PROCEDURES:

1. The payments made directly through the cashier are processed as follows:
 - a. The cashier obtains the proper documentation for payment. (The billing invoice, department cash receipts form, etc.)
 - b. The cashier obtains the balance due from the customer, places the funds in the cash drawer and provides the customer with any change due and a register receipt.
 - c. Verify currency at the time of tender amount \$20.00 or higher to ensure it’s not a counterfeit.
 - d. The documentation is retained with the daily work for the end of week balancing process.

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Cash Receipts

REVISION DATE:

E. DAILY CLOSING ACTIVITIES

POLICY:

Cash must be balanced daily – no carryover of over/short amounts.

At the end of each week, the cashier must document all Town money that was received. Where cash is concerned, maintaining accountability and integrity is of vital importance

PROCEDURES:

A reconciliation should be made to ensure the deposit amount agrees with the daily batch and settlement reports. **Note any difference in a cash over/short report signed by the cashier and the cashier Town Manager.**

1. The cashier must settle (balance) daily.
 - a. Print Transaction Detail.
 - b. Print a Settlement Report.
 - 1) Gather your daily backup documentation, run a tape for every transaction type listed in the Settlement Report and Transaction Detail.
 - 2) Compare the Report totals to the item tape totals.
 - c. Verify total checks received.
 - 1) Run a tape of the total checks received and verify to check/tender list.
 - 2) If the amounts do not match, run the tapes again. If it still does not match, verify each check amount to its respective tape. Make corrections as needed.
 - d. Verify total credit card payments received.
 - 1) Run a tape of each credit card type received and verify to credit card list.
 - 2) If the amounts do not match, run the tapes again. If it still does not match, verify each credit card amount to its respective tape. Make corrections as needed.
 - e. Verify total cash received.
 - 1) Count out your starting (float) cash amount from the drawer.

TOWN OF LOXAHATCHEE GROVES

POLICY & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Cash Receipts

REVISION DATE:

- 2) If the cash does not match, count the cash again. If the cash still does not match, review the cash transactions and make corrections as necessary.
- f. Once complete, perform a final settlement.
- g. All transactions including reports are placed in a folder with the daily cash after closing to be placed in the vault for next day deposit.
- 2. The designated staff prepares the weekly deposit for the bank.
 - a. Verifies the cash count is correct.
 - b. Copies of checks and cash receipts retained.
 - c. Complete a deposit slip to include total of cash, and identify each check
 - d. Copy of deposit slip to be attached to the copies of all checks and cash receipts retained.
 - e. A designated staff will deliver deposit directly to the Town's bank.
 - f. A deposit receipt issued by Bank will be provided to the cashier and attached to the duplicate deposit in the deposit book.

TOWN OF LOXAHATCHEE GROVES

POLICIES & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Accounts Payable

REVISION DATE:

A. INVOICE PAYMENTS

POLICY:

The recording of assets, expenditures, or liabilities, is to be performed by employees independent of the ordering and receiving functions of the underlying goods or services. The amounts recorded should be based on vendor invoices for the related goods or services. The _____ is responsible for ensuring adequate funds are available prior to incurring the expenditure.

Disbursements of funds through the procurement process are to be properly authorized, sufficiently funded and adequately encumbered by the user department by a purchase order prior to the ordering of goods or services. The invoices to be paid by Accounts Payable should have an underlying pre-approved Purchase Order form (Exhibit I) in place. Purchase orders \$1,000 or under require the written authorization of the User Department. Amounts greater than \$1,000 up to \$3,000 require the approval of the Town Manager designee. Amounts up to \$14,999 require approval by the Town Manager. The Town Manager's approval is required on a "Purchase Order Approval Requisition" form for purchases over \$3,000. Amounts of \$15,000 and greater require approval from the Town Council. Routine overhead expenditures are exempt from this approval.

Direct payments are expenditures that do not entail the procurement process, such as travel expenses, educational assistance, petty cash and routine overhead expenses. For travel-related expenditures, the Travel Authorization and Expense Report form is completed and approved prior to travel (Exhibit II). Per the _____, the _____ must approve travel requests. The Check Request form (Exhibit IV) is to be used for all other direct payments requests. For routine overhead expenditures, such as monthly recurring utility and telephone bills, the form will be approved by the _____ and allocated appropriately. All other check requests will follow the approval process similar to the purchase order limits noted above.

PROCEDURES:

1. The originating _____ forwards a copy of the approved invoice, indicating receipt of goods or services, and supporting documentation, to the _____ for processing.
2. The documentation is reviewed to determine if the vendor accepts credit cards or Checks.
3. The _____ reviews documentation for accuracy and proper authorization:
 - a. Review payment request to ensure that the proper request form is used, such as purchase order or check request form. Payments over \$3,000.00 must have a Purchase Order Requisition Form attached. Utility payments are exempt from this requirement.

TOWN OF LOXAHATCHEE GROVES

POLICIES & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Accounts Payable

REVISION DATE:

A. INVOICE PAYMENTS (Cont'd)

- b. If a purchase order is used, the purchase order date will be reviewed against the invoice date and date of service. If the invoice date or the date of service is before the purchase order date, a written explanation, email or memo form, is required from the _____. The explanation must go to the _____ and state why the policy was not followed. No payments will be made against these invoices by _____ without this explanation and subsequent authorization by the _____.
- c. The nature and quantity of goods ordered and the price per the vendor invoice should be compared to the purchase order where applicable.
- d. Calculations of the invoice, such as totals and extensions of quantities multiplied by unit price, should be recomputed.
- e. The general ledger account distribution should be verified.
- f. The authorization signature on the invoice is compared to the signature form on file. Accounts Payable should update the department signature authorization forms annually, or as needed, if there is a change to an authorized signer.
- g. Verify that the paperwork is date stamped with the date that the paperwork was received in A/P.
- h. Receipts are reviewed for allow ability.

4. Procedure to be dictated after implementation.

- 5. Once the invoice has been entered into financial system, the purchase order, or the check request form, is stamped "posted" to avoid duplication and held until the next check run.
- 6. The invoice will be processed for payment in the next check processing cycle if it's due; if not, it may be held until the due date is closer.
- 7. For vendors to be paid by Credit Card – make payment directly to the vendor by phone or online according to the due date of the invoice

REFERENCE:

TOWN OF LOXAHATCHEE GROVES

POLICIES & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Accounts Payable

REVISION DATE:

B. CHECK PROCESSING

POLICY:

Disbursements from bank accounts are to be made for valid transactions only. The payments for goods and services, whether accomplished by check, credit card, or wire transfer should be organized to ensure that no unauthorized payments are made, that complete and accurate records are made of each payment, and that payments are recorded in the appropriate period. Additionally, physical access to cash and unissued checks must be restricted to authorized personnel.

Checks are to be prepared by persons other than those who initiate or approve any documents that give rise to disbursements. Checks payable to “bearer” or “cash”, checks signed in blank and altered checks are prohibited. Checks are to be signed by authorized signatories of the Town. In compliance with the Town’s Ordinance No. _____, funds paid out of the Town treasury are to be signed by the two members of the Town Council. Carbon copy checks should be used, with the copy having “COPY” stamped on it. The _____ is responsible for monitoring the checks, issued or unused. Checks are to be sequentially numbered in the financial application so that it can be established that all checks have been accounted for. Supplies of unissued checks are to be properly safeguarded.

The _____ prints checks due vendors on no later than the 10th and 20th of each month. Invoices that are received on a scheduled check run will be processed for the next scheduled check run unless they are not yet due. The checks when printed are mailed on the date of printing or the following day or the following Monday (if the check run occurs on a Friday).

PROCEDURES:

1. Check Printing Preparation:

Procedure to be dictated after implementation

3. Printing Checks:

- b. Log on to the AP application to load the check macro and print checks. A user ID and password are needed.
- c. Review the checks to ensure accuracy.
- d. After checks are printed and no reprints are necessary, close out of AP. Lock up unused check stock.

4. Check Run Verification:

- a. Run the Accounts Payable Check Update report.

TOWN OF LOXAHATCHEE GROVES

POLICIES & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Accounts Payable

REVISION DATE:

- b. Run the Check Register report using the beginning and ending check numbers from the check run. Beginning and ending check numbers should be done for system checks, manual checks, wires and ACH payments.
- c. Print two copies of the report. The “systems check” portion of one of the reports should be for Positive Pay verification.

4. Mailing and Filing Checks:

- a. Attach A/P “COPY” checks to the invoices.
- b. Mail checks with any remittance stubs or necessary paperwork. All checks should be mailed by _____. Town Council, Vendors, nor others are not allowed to pick up checks. Any special requests for checks by a _____ must be requested through and approved by the _____.
- c. Give all A/P checks and backup to the _____ for initial review.
- d. After the review, file all check copies with supporting documentation in the A/P file cabinets.

5. Fixed Asset, Grant and Non Capital Inventory Expenditures:

- a. Scan grant payment documents for the _____ in charge of grants. Scan the check copy, purchase order, and invoice to the Town Docs drive/Grants/AP Documentation/ “grant name”.
- b. Provide a photocopy of all fixed assets and the original A/P copies of non-capital inventory payment documents, including CIP-related projects, to the _____ in charge of fixed assets. The _____ will enter the necessary information from the photocopies and from the A/P documentation directly into the Fixed Asset module or necessary spreadsheet.

REFERENCE:

TOWN OF LOXAHATCHEE GROVES

POLICIES & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Accounts Payable

REVISION DATE:

C. MANUAL CHECKS

POLICY:

Manual checks are to be done in an emergency situation only and require the prior approval from the _____, or their designee. Supporting documentation, including either a preapproved Purchase Order or a Check Request form (refer to Section A, Invoice Payment Processing, for details), must accompany the request for a manual check. A minimum 24-hour advance notice is requested for manual check processing.

PROCEDURES:

1. Requests for manual checks must first be approved by the _____, or his designee.
2. Once approved by the _____, or his designee, and upon receipt of the purchase order or Check Request form, the _____ reviews all documentation for completeness.
3. The _____ types all necessary information on the manual check, including the remittance stub information, such as the invoice number, invoice date, purchase order number (if applicable), gross/net amount and vendor number. In the body of the check, type the “pay to the order of” information.
4. The check date and check amount will be printed by the manual check.
5. After the check has been printed, give the check information to the _____ to complete the Positive Pay register.
6. Once issued, the manual check must be entered promptly into the Accounts Payable module of financial system.
7. Stamp the manual check, and supporting invoice, with the “POSTED” stamp after it has been entered. Initial and date the check next to the “POSTED” stamp. File the check with the other posted invoices to verify the amount on the report during the next check run.

REFERENCE:

D. VOID CHECKS

POLICY:

In certain circumstances checks will need to be voided. When the original check is received, the check must be stamped with “VOID” across the signature lines of the check. If a replacement check is necessary, and the original check is not presented for reissue, a stop payment must be placed on the original check prior to issuing the replacement check.

TOWN OF LOXAHATCHEE GROVES

POLICIES & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

**TITLE: Accounts Payable
PROCEDURES:**

REVISION DATE:

1. If the original, uncashed check is presented, the _____ will void the check.
2. If the original check is not received, the check must be verified that it has not been presented for payment at the financial institution prior to voiding the check. If the check has not cleared, proceed with voiding the check in the financial system and request, through the _____, for a stop payment to be placed on the check.
3. If the check is to be reissued, a replacement check may be issued promptly if the original, uncashed check is received. If the original check is not received, there will be a 24-hour minimum waiting period before the check will be replaced to ensure it was not presented for payment at the bank.
4. Stamp the original check, if available, with the “VOID” stamp across the signatures on the check. Initial and date the check (void date).
5. On the signature line, stamp the file copy check with the “VOID” stamp. Initial and date the file copy check. Also note on the file copy check an explanation of why the check was voided and if the check will or will not be reissued.
6. Submit the original voided check along with the edit copy of the report. If the original check is not available, provide a copy of the voided check. Include on the report a brief explanation of why the check was voided and whether or not the check will be reissued.

REFERENCE:

E. YEAR-END PROCESSING

POLICY:

It is the responsibility of Town Management to ensure that the related liabilities for goods or services received during the accounting period are also recorded in the proper accounting period. Time delays in receiving and processing vendor invoices for goods and services can cause the Town to record the liabilities in a subsequent accounting period.

Encumbrances are to be properly expensed in the proper periods and are rolled over to the next period or closed in accordance with the criteria of encumbrance rollover.

PROCEDURES:

1. Invoice Deadline:
 - a. The closing of the accounting records are to be delayed to allow receipt of vendor invoices. The grace period will be determined by the _____.

TOWN OF LOXAHATCHEE GROVES

POLICIES & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Accounts Payable

REVISION DATE:

- b. The invoices must be dated before the end of the grace period to indicate that goods or service were received in the accounting period and that the related liability must be reported. This should be performed for receipts on or shortly before the last day of the accounting period.
- c. Invoices for goods or services rendered after the last day of the accounting period are to be reported in the following accounting period.

2. Encumbrance Rollover Adjustments:

The following procedures are handled by _____, but affect Accounts Payable. A/P should be familiar with the process and work closely with _____ during this period.

- a. Run an Open Purchase Orders Report on September 30 (last day of the fiscal year) to identify all encumbrances open on actual date and send a copy of the report to _____ in order for them to identify the purchase orders to be closed or open.
- b. On the specified deadline, _____ must submit the information on purchase orders to be closed to the _____.
- c. After receiving the information from _____, run the Open Purchase Orders Report on the week prior to closing September 30.
- d. Close out all encumbrances, except those with authorization to carryover from the previous year.

3. Accounts Payable Accruals:

- a. Run the detail report, highlight all invoices paid in the new fiscal year with a G/L date in the prior fiscal year.
- b. Add all the highlighted items together by fund (using a printing calculator) to attain a total figure for that fund.
- c. Attach calculator tapes and verify amounts by accounting month.
- d. There should be no differences between each fund's balance and the General Ledger 9/30/YY balance. If there are differences, investigation is needed to explain them.

4. Prepaid Accruals:

- a. The _____ maintains copies of all prepaid expenses in a "Prepaid" file.
- b. At the end of the fiscal year, enter prepaid information into the Excel spreadsheet

TOWN OF LOXAHATCHEE GROVES

POLICIES & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Accounts Payable

REVISION DATE:

- c. Compare the general ledger report to the information entered in the Excel spreadsheet. Pull and enter any missing information into Excel.
 - d. Prepare a journal entry to move the prepaid expense (credit) into the correct expense account (debit). Give the journal entry to the Accountant to enter the expense in the new fiscal year.
5. Records Archiving:
- a. A/P records are kept on site for two fiscal years. At the end of the fiscal year, the prior year's records are placed in storage. Archive all prior year A/P records including A/P checks, education reimbursements, travel reimbursements, customer refunds, and A/P reports. Label all boxes. The Town Clerk's office is then to be notified to transport all boxes to the records retention location or Town storage facility.
 - b. The upcoming fiscal year's files will then go into the emptied drawers. Print vendor labels for the new fiscal year.

REFERENCE:

F. IRS FORM 1099 MISC (MISCELLANEOUS INCOME) PROCESSING

POLICY:

1099 Misc (Miscellaneous Income) reporting is the process of reporting payments made to specific types of vendors, both to the vendor and the Internal Revenue Service (IRS). Miscellaneous income is reported on a calendar year (01/01/xx – 12/31/xx) and is required by the IRS. Form 1099 Misc is to be prepared only for vendors who satisfy the regulatory requirements set forth by the Internal Revenue Service. This includes payments in excess of \$600.00 to independent contractors (nonemployee compensation).

PROCEDURES:

1. Follow the "1099 Miscellaneous Reporting Step by Step Instructions"
2. Before printing the 1099M forms, verify that the information on the independent contractor's W-9 form is the same as what is in the system. When 1099's are printed, the name and address information is taken from the system. A "Sole Proprietor" field in the system is for sole proprietors.
3. 1099's are printed.
4. Order 1099 Misc forms and envelopes (if necessary). Order early to allow time for shipping.
5. Keep two copies of all 1099 Misc information sent to the IRS. One is a file copy. The second copy is for the worker's compensation audit that is performed annually.
6. Submit 1099M files to the IRS electronically using the IRS "FIRE" system.

REFERENCE:

TOWN OF LOXAHATCHEE GROVES

POLICIES & PROCEDURES

POLICY NO:

EFFECTIVE DATE:

TITLE: Accounts Payable

REVISION DATE:

G. TRAVEL AUTHORIZATION AND EXPENSE VERIFICATION

POLICY:

As per the Town’s Code of Ordinance, transportation and subsistence allowances for approved Town business are extended to the Mayor, Council members, and other authorized persons. All Town Council travel over \$250.00 must be pre-approved by the Town Council on a “Travel Authorization and Expense Report”. All travel under \$250.00 must be approved by the Town Manager. The accountant reviews the Travel Authorization and Expense Report for compliance with the travel policy.

PROCEDURES:

1. The Town’s tax exempt certificate should be provided with all in-state hotel checks. Current GSA per diem rates should be used for all out of state travel. The meal allowances listed on the travel form are for travel within the state of Florida only. Meals for long distance travel are paid through Accounts Payable.
2. Any expenses paid by Procurement or Credit Card should be paid at the department level once the travel form has been fully authorized. A copy of the authorized travel form and the card receipts are forwarded to the accountant for review and sign off. They are then forwarded to Accounts Payable.
3. Upon return from travel, the Town Council member or employee is to complete and sign the “Return from Travel” section and include the hotel and any reimbursable receipts from the trip. The Town Manager’s signature is required. A/P verifies all receipts and amounts upon return from travel against the travel policy.
4. If the employee is owed additional expenses, the reimbursement is processed in the next check run. If money is owed back to the Town, a check payable to the Town should be included with the paperwork. A deposit report is completed and turned in to the cashier with the check. Attach copies of the deposit report and check to the travel authorization form.

H. MONTHLY RECONCILIATIONS

POLICY:

Vendor statements are reconciled to insure that all invoices are paid on a timely basis.

PROCEDURES:

1. Vendor Statements Reconciliation:
 - a. Statements from vendors are to be reviewed when received to check for past due invoices:
 1. Any past due invoices over 30 days will be investigated with the applicable department.
 2. Follow up to ensure all past due invoices are addressed.

REFERENCE:

FLORIDA LOCAL GOVERNMENT INVESTMENT TRUST

Quarterly Program Overview *as of December 31, 2015*

FLORIDA TRUST
Florida Local Government Investment Trust

BRUCE M. DENTON

301 West Platt Street #99 Tampa, Florida 33606
Direct: 727-224-8434 Fax: 813-926-2015

bdenton@myfloridatrust.net

www.floridatrustonline.com

The Florida Trust

oulevard, Tallahassee, Florida 32312

o ♦ www.floridatrustonline.com

Governance and Staff

• Board of Trustees

- Bob Inzer, Chair, Leon County Clerk of the Court
- Welton Cadwell, Vice Chair, Lake County Commissioner
- Robin DiSabatino, Secretary, Manatee County Commissioner
- DeWitt Cason, Columbia County Clerk of the Court
- Paula O'Neil, Ph. D, Pasco County Clerk of the Court
- Edwin V. Smith, Polk County Commissioner

• Investment Advisory Board

- Bob Inzer, Chair, Leon County Clerk and Comptroller
- Phillip Borozny, Investment Manager, Polk County
- Jan Brewer, Deputy Director, Financial Management, Manatee County
- Clareth Harris, Chief Deputy Director, Finance Division, Pinellas County
- Jeff Kern, Treasury Management Officer, Sarasota County
- Manny Long, Director of Financial Services, Pasco County
- David Miles, Finance Director, The Villages
- Jeff Smith, Indian River County Clerk of the Court
- Gary Stanford, Finance Director, Okaloosa County
- Jim Ward, Director of Finance/Records, Santa Rosa County
- Tommy White, Chief Deputy, Board Services, Charlotte County

• Administrative Staff

- Kenneth A. Kent, Administrator
- Peggy Ball, Director of Management Services
- Mike Moreno, Program Manager
- Bryant Gries, Trust Operations Manager
- KayDubois Carson, Management Analyst

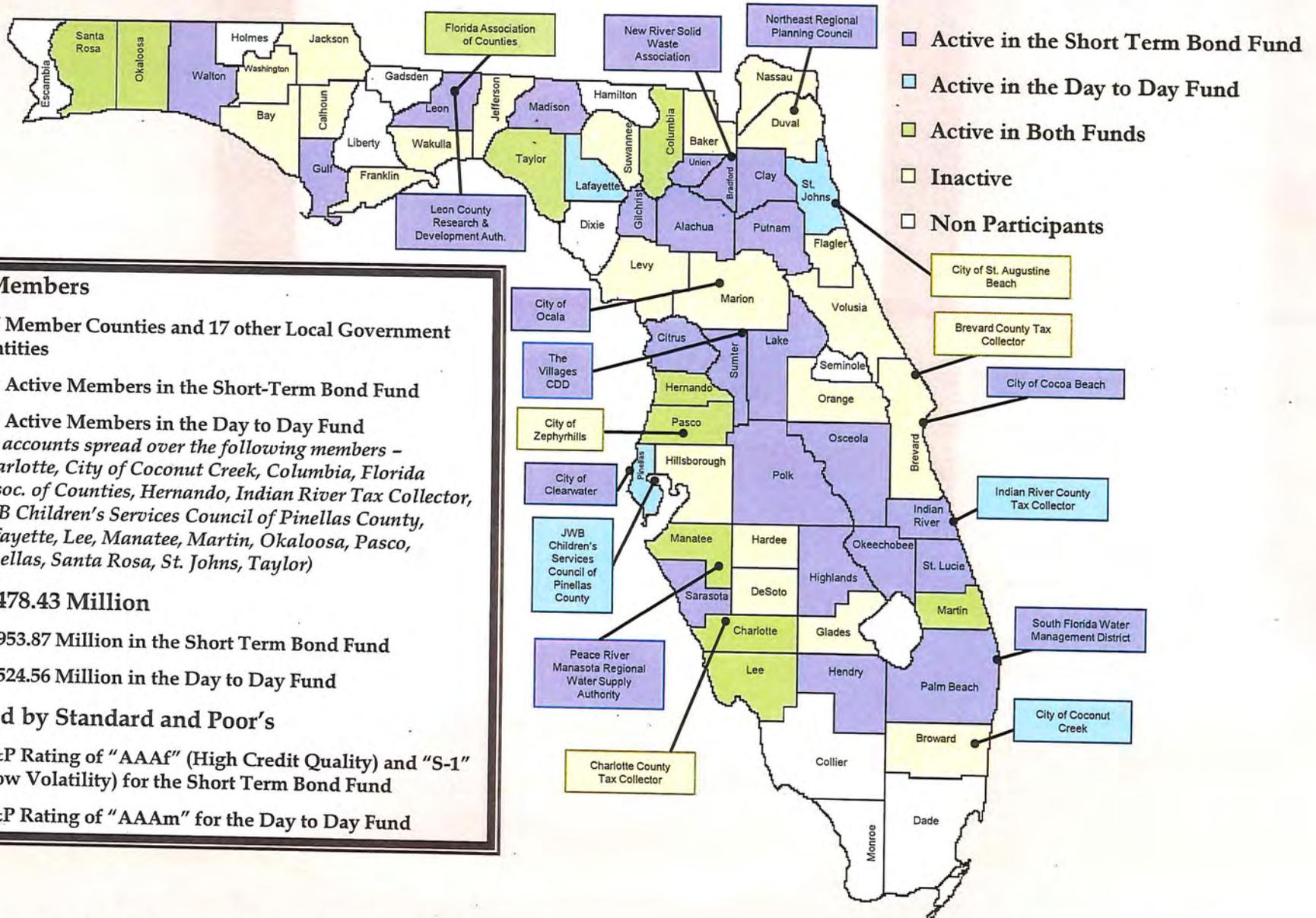
• Marketing and Member Relations

- Mike Moreno, Marketing Manager
- April Daniel, Marketing Representative
- Bruce Denton, Marketing Representative
- Zachary Falconer, Marketing Representative
- David Porter, Marketing Representative

• Portfolio Management

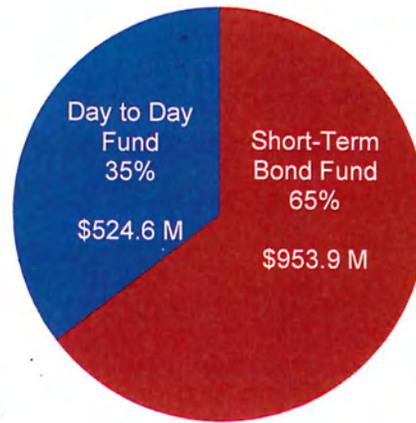
- Asha Joshi, Managing Principal, Payden & Rygel
- Beth Westvold, Senior Vice President, Payden & Rygel
- Lisa Matiash, Portfolio Analyst, Payden & Rygel

FLORIDA TRUST MEMBERS



- **74 Members**
- **57 Member Counties and 17 other Local Government Entities**
- **42 Active Members in the Short-Term Bond Fund**
- **17 Active Members in the Day to Day Fund**
(31 accounts spread over the following members - Charlotte, City of Coconut Creek, Columbia, Florida Assoc. of Counties, Hernando, Indian River Tax Collector, JWB Children's Services Council of Pinellas County, Lafayette, Lee, Manatee, Martin, Okaloosa, Pasco, Pinellas, Santa Rosa, St. Johns, Taylor)
- **\$ 1,478.43 Million**
- **\$ 953.87 Million in the Short Term Bond Fund**
- **\$ 524.56 Million in the Day to Day Fund**
- **Rated by Standard and Poor's**
- **S&P Rating of "AAAF" (High Credit Quality) and "S-1" (Low Volatility) for the Short Term Bond Fund**
- **S&P Rating of "AAAm" for the Day to Day Fund**

Florida Trust Assets



Total Assets: \$1.48 Billion

Day to Day Fund		Short-Term Bond Fund	
Inception	1/13/09	Inception	1/1/92
Average Credit Quality	AAAm	Average Credit Quality	AAAf/S1
Average Duration	30-60 days	Average Duration	1.5-2.5 years
30-Day SEC Yield, net	0.20%	30-Day SEC Yield, net	0.97%

Investment Guidelines

Day to Day Fund

S&P Rating

Rating	'AAAm'
Definition	Fund has extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit, market, and/or liquidity risks.

Guidelines

Minimum 'A-1+'	50%
Maximum 'A-1'	50%
Maximum 'A-2'	None
Maximum WAM	60 days
Maximum WAL	120 days
Maximum Final Maturity	•397 days •Gov't & FDIC-backed FRNs: max 762 days

Guideline Differences

S&P is more restrictive than 2a-7 guidelines.

S&P

- No A2/P2 – rated securities
- Min. 50% A1+ securities
- Max average maturity 60 days
- Max 25% in any sweep
- Max 33% in any one agency
- Limitations on repos, i.e., counterparty, maturity

2a-7

- Max 5%
- No minimum
- Max 60 days
- No minimum
- No minimum
- No minimum

Short-Term Bond Fund

Objectives

- Safety of principal
- Maximize return while assuming minimum of risk through a balance of quality and diversification
- Maintain sufficient liquidity
- Maintain AAA S&P rating

Permitted Securities

- Direct obligations of the U.S. Government
- Obligations of U.S. Government Agencies
- Minimum 30% in U.S. Government Securities
- Corporate Securities (Yankees included)
- Commercial Paper
- Repurchase Agreements CMOs and ABS
- Municipals (taxable & non taxable)

Maximum Duration

- 5 years

Quality

- Minimum Portfolio Average: AAA by S&P
- Minimum Security Rating: A- (no splits)

Benchmark

- Merrill Lynch 1-3 year Treasury Index

Program Overview – Sept. 30, 2015

FLORIDA LOCAL GOVERNMENT INVESTMENT TRUST

The Short-Term Bond Fund

Florida's longest running local government investment pool, ideal for funds with a 6 month investment horizon or greater

Short-Term Bond Fund: Key Features

- Authorized investment under Florida law, F.S. 218.415 (16) (a). The Florida Trust is an intergovernmental investment pool created by interlocal agreement under F.S. 163.01.
- Launched in 1992 and sponsored by the Florida Court Clerks and Comptrollers and the Florida Association of Counties.
- AAA-rated by S&P and structured to maintain liquidity, safety of principal, and maximize available yield through a balance of quality and diversification.
- Invests primarily in U.S. Treasuries, Mortgages, Commercial Paper, Government Related Securities, Asset-Backed Securities rated AAA or A-1, and Corporate Bonds rated A or better by Standard and Poor's.
- Variable Net Asset Value (NAV)—The fund will provide return in the form of share value; the NAV will fluctuate in value based on market conditions.
- Next day liquidity – There are no withdrawal restrictions.
- Online Account Access – Secure access to view your account(s) and access/download statements via the World Wide Web.
- This fund is designed to provide an investment diversification option, specifically to meet short-term investment needs Florida local governments. (e.g., bond proceeds, project funds, cash reserves)

Short-Term Bond Fund: Partners



Short-Term Bond Fund: Portfolio Summary

PORTFOLIO RETURNS

	Q4 2015	Trailing 1 Year	Trailing 3 Years	Trailing 5 Years	Since Inception (1/1/92)
S-T Bond Fund (gross)	-0.20%	0.74%	0.74%	1.21%	4.09%
S-T Bond Fund (NAV)	-0.28%	0.49%	0.49%	0.94%	3.75%
Benchmark*	-0.44%	0.54%	0.58%	0.70%	3.95%

Periods over one year annualized

*BA Merrill Lynch 1-3 Year Treasury Index 2/200 to present; Money Market Index prior

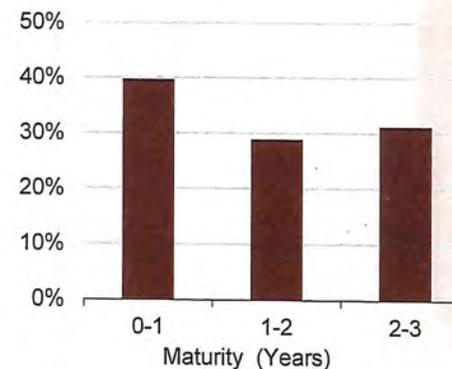
Portfolio Characteristics

Portfolio Market Value	\$954.0 million
S&P Rating	AAAf/S1
Duration	1.40 years
Yield at Purchase	1.08%
Yield to Maturity	1.27%
30-Day SEC Yield (net)	0.97%

Strategy Themes

- Maintained an underweight interest rate duration to the BAML 1-3 Year US Treasury benchmark.
- Modestly altered the allocation of government-related securities and AAA-rated US Treasury exposure.
- Modestly increased credit exposure; continued to participate in new issue corporate offerings and selectively added 3-year maturity fixed-rate bonds.
- Maintained allocation to high quality AAA-rated ABS securities with shorter duration profiles.

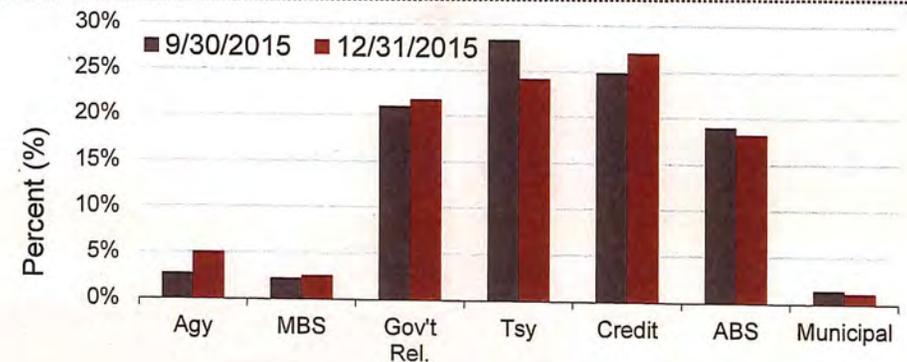
Duration Distribution



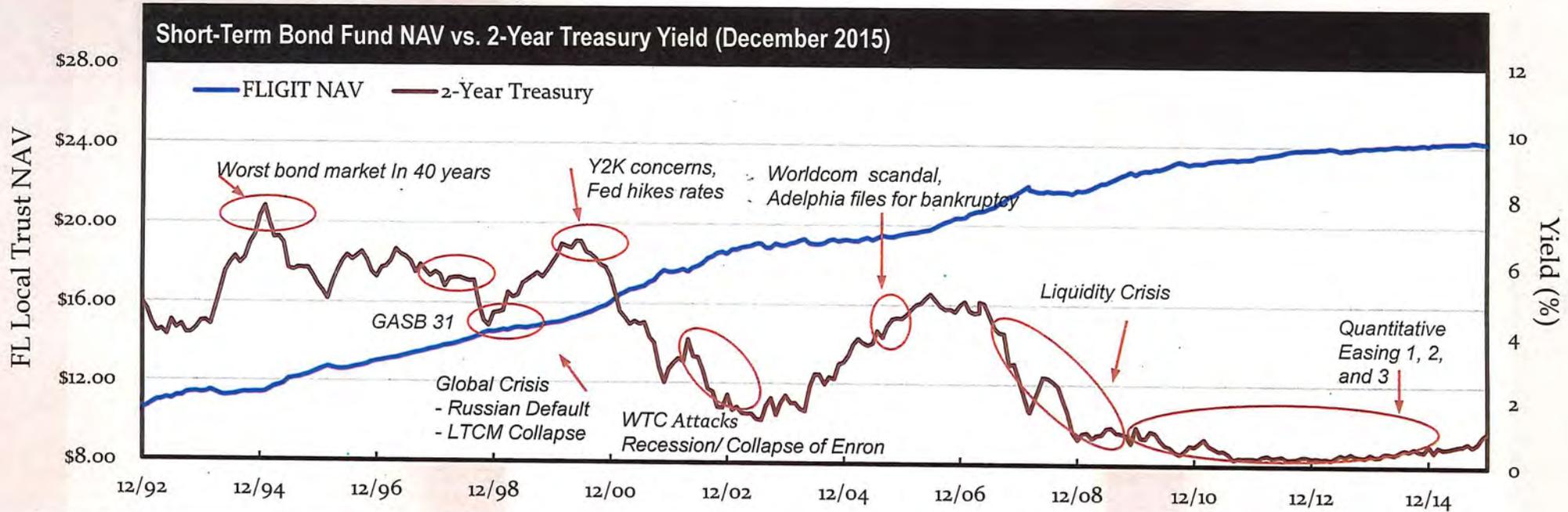
Credit Quality

US Treasury	24%
AAA	48%
AA	18%
A	10%

Sector Allocation



The Added-Value of Longer-Maturity Assets



Basis pt. change in 2-Year Tsy. Yield from 12/31 (cal. yr)	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	1.02%	1.33%	0.41%	-1.76%	-2.28%	0.38%	-0.54%	-0.36%	0.01%	0.10%	0.28%	0.38%

Total Returns	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	YTD 2015	Fiscal YTD From 9/30	Since Inception 1/1/92
Short-Term Bond Fund NAV	1.0%	1.6%	4.3%	5.7%	1.2%	3.8%	2.2%	1.3%	2.0%	0.4%	0.6%	0.49%	-0.3%	3.8%
Money Markets	1.0%	2.9%	4.7%	5.0%	2.6%	0.3%	0.1%	0.1%	0.1%	0.0%	0.0%	0.04%	0.0%	2.7%
3-Month Treasury Bill	1.1%	3.1%	4.9%	5.0%	2.1%	0.2%	0.1%	0.1%	0.1%	0.1%	0.0%	0.03%	0.0%	2.8%
2-Year Treasury Note	0.8%	1.4%	3.8%	7.5%	7.4%	1.1%	2.3%	1.5%	0.3%	0.3%	0.7%	0.46%	-0.5%	3.9%
ML 1-3 Year Tsy Index	0.9%	1.7%	4.0%	7.3%	6.6%	0.8%	2.4%	1.6%	0.4%	0.4%	0.6%	0.54%	-0.4%	4.0%

Over time, longer term strategies have outperformed cash alternatives.

2-year outperforms cash by: 1.2%
 1-3 year outperforms cash by: 1.3%
 FL Trust outperforms cash by: 1.1%

Short-Term Bond Fund: Stress Test

As of December 31, 2015

Stress Test: Expected Returns, 1 Year Horizon*

Scenario	Total Return
+200	-0.09%
+100	0.52%
+75	0.68%
+50	0.83%
+25	0.98%
0	1.13%
-25	1.28%

* Assumes parallel shift in interest rates over one year.

Current Portfolio

Market Value (unaudited):	\$954.0 million
Duration:	1.40 years
Yield to Maturity:	1.27%
Yield at Purchase	1.08%
2-Year Tsy Yield:	1.05%

Estimated Total Returns without active management of the portfolio

FLORIDA LOCAL GOVERNMENT INVESTMENT TRUST

DAY TO DAY FUND

A Money Market like fund designed to support the diverse cash management needs of Florida local government

Day to Day Fund: Partners



Day to Day Fund: Portfolio Summary

As of December 31, 2015

PORTFOLIO RETURNS

	Q4 2015	Trailing 1 Year	Trailing 3 Years	Trailing 5 Years	Since Inception (1/13/09)
Day to Day Total Return (gross)	0.06%	0.23%	0.20%	0.23%	0.26%
Day to Day Total Return (net)	0.04%	0.14%	0.10%	0.12%	0.15%
3 Month Treasury Bill	0.00%	0.03%	0.04%	0.06%	0.08%

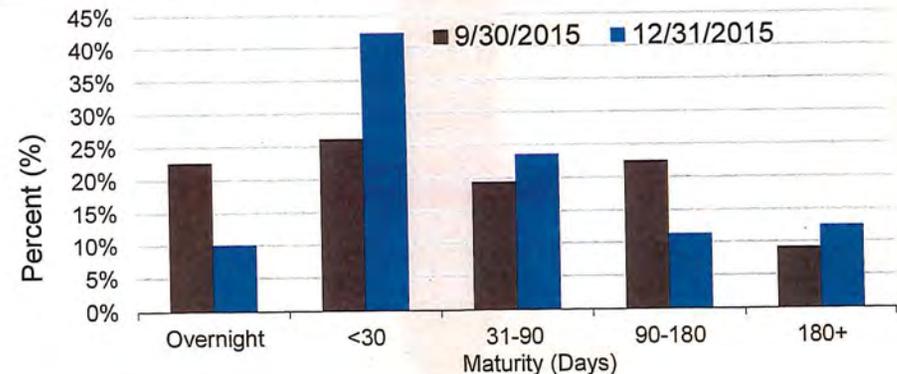
Portfolio Characteristics

Portfolio Market Value	\$524.6 million
S&P Rating	AAAm
Days to Maturity	33 days
Yield at Purchase	0.35%
30-Day Yield (gross)	0.31%
30-Day SEC Yield (net)	0.20%

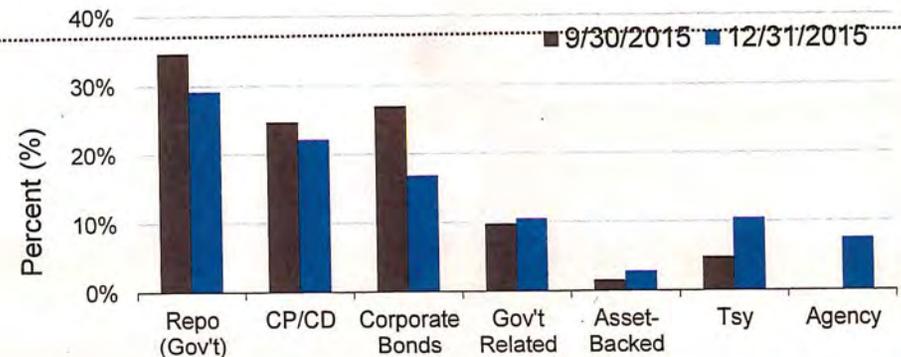
Strategy Themes

- Decreased weighted average maturity to 33 days, leaving room for opportunistic new purchases.
- The portfolio remains extremely liquid, with 52% of the portfolio invested in overnight and short-term securities.
- Decreased exposure to investment-grade credit. Maintained approximately 26% floating rate exposure.
- Repurchase agreements remain a significant holding to increase yield over government paper.
- Added AAA-rated agency paper for liquidity and diversification.

Maturity Distribution (% of Portfolio Assets)



Sector Allocation (Gov't/Gov't Guaranteed: 58%)



FLORIDA LOCAL GOVERNMENT INVESTMENT TRUST

Become a member and open an account

- Membership in the Florida Trust is completely free and there is no obligation to deposit funds
- There are NO account holder fees, allowing members to open multiple accounts
- There are NO transaction fees, allowing members to be active without penalty

If you are a current member of the Florida Trust or interested in becoming a member, please contact the Florida Trust at 850-577-4610 or email info@floridatrustononline.com.



FLORIDA MUNICIPAL INVESTMENT TRUST
MEMBERSHIP APPLICATION FORM

Please mail the completed Application Form to:
Florida Municipal Investment Trust
P.O. Box 1757 Tallahassee, FL 32302-1757

Account Information (Separate applications are required for each account established by the Governmental Entity.)

Please check only one:
0-2 Year High Quality Bond Fund Core Plus Fixed Income
1-3 Year High Quality Bond Fund Expanded High Yield Bond Fund Diversified Small to Mid Cap Portfolio
Intermediate High Quality Bond Fund High Quality Growth Portfolio Russell 1000 Enhanced Index Portfolio
Broad Market High Quality Bond Fund Large Cap Diversified Value Portfolio International Equity Portfolio

Name of Governmental Entity: Federal Tax ID:

Account Title:

Type of Governmental Entity: City County Special District School Board Constitutional Officer Other:(specify)

Individual and Address for Official Notices

Name: Title

Mailing Address:

City: State: FL Zip:

Telephone Number: FAX Number: Email

Individual and Address for Confirmations and Statements

Name: Title

Mailing Address:

City: State: FL Zip:

Telephone Number: FAX Number: Email

NOTE:
Only the individual holding the office designated in the entity's ordinance/resolution is permitted to make changes to the Membership Application Form or the Signature Card.
The individual who currently holds the designated office should sign each of the FMIvT forms (Participation Agreement, Membership Form and Signature Card) in the space marked "Authorized Signature"

Table with 2 columns: Authorized Name and Title, Telephone Number

Bank Information

I hereby authorize the Administrator to act upon instructions properly received from the person(s) specified on the Signature Card to have amounts redeemed from this account and sent to the member bank designated below.

Fed Wire Information

Name of Bank: Fed Wire ABA Routing #:

Location City: State:

Account Name: Fed Wire Account Number:

Fed ACH Information

Name of Bank: Fed ACH ABA Routing #

Location City: State:

Account Name: Fed ACH Account Number:

Signature Card must be completed for all individuals who will be making contributions or requesting redemptions on this account.

Net Investment Income

Net investment income will be incorporated into the net asset value of the portfolio.

Signature and Authorization

The undersigned certifies that the person signing below has full authority and capacity to open an account with the Trust and to execute this Membership Application Form. The undersigned affirms that he/she has submitted or has previously submitted a certified copy of an ordinance or resolution authorizing the Governmental Entity's participation in the Florida Municipal Investment Trust and an executed Participant Agreement. The undersigned agrees that the instructions and authorizations contained in this Membership Application Form will remain in effect until the Administrator receives written notice of change.

Executed this day of

Attest Signature: "Authorized" Signature (per entity's ordinance/resolution)

Attest Title: "Authorized" Title: 2015-03-25 FAAC Agent



FLORIDA MUNICIPAL INVESTMENT TRUST
PARTICIPATION AGREEMENT

Please complete and mail the original to:
Florida Municipal Investment Trust, P.O. Box 1757, Tallahassee, FL, 32302-1757

Participation Agreement

(herein referred to as the "Governmental Entity") formally applies for membership in the Florida Municipal Investment Trust.

Check all portfolios in which the Governmental Entity may invest:

- 0-2 Year High Quality Bond Fund
1-3 Year High Quality Bond Fund
Expanded High Yield Bond Fund
Diversified Small to Mid Cap Portfolio
Intermediate High Quality Bond Fund
High Quality Growth Portfolio
Russell 1000 Enhanced Index Portfolio
Broad Market High Quality Bond Fund
Large Cap Diversified Value Portfolio
International Equity Portfolio
Core Plus Fixed Income Fund

The Governmental Entity further agrees to the following terms and conditions

- (a) That by this reference it agrees to the terms and provisions of and agrees to become a party to the Agreement and Declaration of Trust creating the Florida Municipal Investment Trust (the "Trust") and any amendments thereto filed;
(b) To abide by the rules and regulations established by the Board of Trustees for the Trust and to conform to the terms and conditions of the most recently published Informational Statement governing the portfolio(s) selected above;
(c) To notify the Florida Municipal Investment Trust in writing of any changes to the Membership Application Form(s) and that the Trust may act upon instructions received until notified to the contrary in writing by the Governmental Entity;
(d) That any and all notices to which a Member may be entitled and any and all communications shall be deemed duly given if mailed, postage prepaid, addressed to the Member of record at its address as specified in the Official Notices section of the Membership Application Form(s).

The undersigned certifies that he/she has the authority and legal capacity to open an account with the Trust on behalf of the Governmental Entity and that the Governmental Entity has the legal capacity to invest funds in and withdraw funds from the Trust. The undersigned binds the Governmental Entity to the terms and conditions set forth in the Agreement and Declaration of Trust creating the Florida Municipal Investment Trust as amended and the most recently published Informational Statement governing the portfolio(s) selected above.

Executed this ___ day of _____.

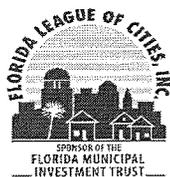
NOTE:
Only the person holding the office designated in the entity's ordinance/resolution can sign the Participation Agreement as the "Authorized Signature."

Authorized Signature

Authorized Title

Attest Signature:

Attest Title:



Florida Municipal Investment Trust Summary of Performance Returns - Net of All Fees and Expenses

For the Periods Ending January 31, 2016

	Market Values (000s)	One Month	Sept. 30, FYTD	One Year	Three Years	Five Years	Seven Years	Ten Years
Fixed Income Portfolios								
FMIvT 0-2 Year High Quality Bond Fund ¹ <i>BofA ML 1 Yr Treasury Note</i>	\$141,796	0.16 % 0.20 %	0.07 % 0.03 %	0.26 % 0.24 %	0.19 % 0.26 %	0.28 % 0.30 %	-- 0.47 %	-- 1.78 %
FMIvT 1-3 Year High Quality Bond Fund <i>BofA ML 1-3 Yr Gov't</i>	\$512,800	0.40 % 0.60 %	0.10 % 0.17 %	0.46 % 0.65 %	0.47 % 0.71 %	0.61 % 0.81 %	1.25 % 1.17 %	2.42 % 2.56 %
FMIvT Intermediate High Quality Bond Fund <i>Barclays Int G/C exBAA+ABS+MBS</i>	\$289,449	1.23 % 1.38 %	0.68 % 0.90 %	0.91 % 1.41 %	1.60 % 2.02 %	2.46 % 2.85 %	3.03 % 3.74 %	3.96 % 4.29 %
FMIvT Broad Market High Quality Bond Fund <i>Barclays Aggregate A+</i>	\$119,742	1.35 % 1.62 %	0.87 % 1.10 %	(0.25)% 0.64 %	1.78 % 2.28 %	2.94 % 3.42 %	3.34 % 4.12 %	4.19 % 4.55 %
FMIvT Expanded High Yield Bond Fund <i>Barclays HY 2% Constrained</i>	\$46,137	(1.13)% (1.61)%	(2.88)% (3.63)%	(5.45)% (6.58)%	0.44 % 0.71 %	3.90 % 4.24 %	9.34 % 11.57 %	-- 6.65 %
FMIvT Core Plus Fixed Income Fund <i>Barclays Multiverse</i>	\$144,159	(0.76)% 0.74 %	(0.10)% (0.15)%	(3.96)% (2.38)%	-- (1.17)%	-- 1.11 %	-- 3.24 %	-- 3.78 %
Equity Portfolios								
FMIvT High Quality Growth Portfolio <i>Russell 1000 Growth</i>	\$48,184	(4.91)% (5.58)%	0.52 % 1.33 %	(0.57)% 1.32 %	9.84 % 13.02 %	8.51 % 11.67 %	14.77 % 16.97 %	6.48 % 7.72 %
FMIvT Diversified Value Portfolio <i>Russell 1000 Value</i>	\$42,666	(7.25)% (5.17)%	(5.02)% 0.18 %	(10.77)% (5.00)%	7.61 % 8.79 %	7.64 % 9.61 %	15.79 % 14.16 %	-- 5.19 %
FMIvT Russell 1000 Enhanced Index Portfolio <i>Russell 1000</i>	\$137,046	(5.69)% (5.38)%	(1.04)% 0.76 %	(2.63)% (1.82)%	11.08 % 10.94 %	11.11 % 10.68 %	15.56 % 15.62 %	6.73 % 6.52 %
FMIvT Diversified Small to Mid Cap Equity Portfolio <i>SMID Benchmark</i> ²	\$96,256	(5.29)% (7.97)%	1.79 % (4.96)%	5.13 % (8.77)%	11.83 % 7.00 %	12.77 % 8.22 %	18.62 % 15.47 %	10.60 % 5.59 %
FMIvT International Equity Portfolio ³ <i>MSCI ACWI ex US</i>	\$63,730	(6.46)% (6.79)%	(4.03)% (3.71)%	(8.32)% (11.57)%	(1.90)% (1.74)%	(1.52)% (0.11)%	4.97 % 8.30 %	(1.87)% 1.97 %

¹ Assets from the FMIvT High Quality Government Fund were transitioned on April 1, 2009, to the FMIvT 0-2 Year High Quality Bond Fund.

² Custom Index consists of the Russell 2500 beginning June 1, 2010 and prior to that the Russell 2000.

³ Investec replaced Thornburg as manager of this portfolio in October 2014. Prior to Thornburg, this portfolio was managed by Alliance Bernstein.

Note: Portfolio performance returns are indicative of the performance of each portfolio, but are not necessarily representative of the actual return of a particular participant within the Trust due to issues related to the timing of contributions and withdrawals by individual participants. Beginning July 2008 and ending September 2010, the net of fee performance includes the impact of securities lending activity, which may increase or decrease the total expenses of the portfolio.

**FMIvT 0-2 Year High Quality Bond Fund
Guidelines
FINAL Revised 3-22-11**

Benchmark: Bank of America Merrill Lynch One Year Treasury Note Index

Portfolio Objective

The investment management style and process utilized in this portfolio is important and therefore, adherence to this discipline is a critical issue. The portfolio should be managed in a style consistent with the asset manager's other portfolios within the same investment mandate or product. Any significant deviation from the manager's stated style will require written approval from the Florida Municipal Investment Trust Board of Trustees.

Portfolio Characteristic (In addition to any restriction specified in the Trust's Statement of Investment Policy.)

All percentages indicated below shall be valued at market

1. Maintain modified duration greater than one-half of one year (0.5) but less than one and one-quarter years (1.25).
2. Maintain a minimum bond fund rating of AAA.
3. Invest at least thirty percent of the portfolio in Direct U.S. Government Obligations, U.S. Government Agency Obligations, or U.S. Government Instrumentalities Obligations; or in Repurchase Agreements backed by Direct U.S. Government Obligations, U.S. Government Agency Obligations, or U.S. Government Instrumentalities Obligations
4. A maximum of fifty percent of the portfolio may be invested in mortgage securities including CMOs.
5. A maximum of forty percent of the portfolio may be invested in ABSs.
6. Reverse Repurchase Agreements and/or other forms of financial leverage will be limited to thirty percent of the Portfolio.

Allowable Investment Securities

1. Direct U.S. Government Obligations
2. U.S. Government Agency Obligations
3. U.S. Government Instrumentalities Obligations
4. Money Market Obligations (To include Commercial Paper, Bankers Acceptance, Repurchase Agreements, Reverse Repurchase Agreements, Time Deposits and Money Market Accounts.)
5. Asset Backed Securities
6. Mortgage Securities including CMO's
7. Commingled Investment funds

Security Restrictions (In addition to any restriction specified in the Trust's Statement of Investment Policy)

1. Maximum of five percent of the portfolio at market may be invested in individual trusts of ABS and Non-Agency CMOs.
2. All securities, except as described below, will have a final maturity of 5.5 years or less. If a security has a put feature, the put date will be used as the final maturity.
3. Mortgage pass-throughs, CMOs, ABSs or any other security that does not have a fixed maturity date or a fixed paydown schedule would have to meet at least one of the following conditions.
 - A final payment "window" of seven years or less based on the then prevailing prepayment assumptions as determined by the Bloomberg, Merrill Lynch PassPort or other pricing or securities firms with demonstrated expertise in prepayment forecasting for such securities.
 - A security's price volatility given the then prevailing prepayment assumptions as determined above, cannot exceed the price volatility of two and one-half years.

Notice To Administrator

If manager's portfolio is in violation of any of the above guidelines, the Investment Manager shall immediately notify the Administrator and shall provide recommendations for rectifying any non-compliance within five business days of discovery of the non-compliance.



FMIVT 0-2 Year High Quality Bond Fund
Holdings as of 12/31/15

from Investment Manager

Asset ID	Units	Asset Description	Interest Rate	Maturity Date	Cost	Price	Market Value	Unrealized Gain (Loss)	% Total of Market	YTM	DUR	WAL	Moody's RATING	S&P RATING
02006JAC2	3,165,000.00	ALLYA 2013-1 A4 0.84 2/15/18	0.840	02/15/2018	3,164,831.26	99.78	3,158,095.24	(6,736.02)	2.23%	1.23	0.55	0.56	NR	AAA
02006MAC5	2,329,951.78	ALLYA 2013-2 A3 0.79 1/15/18	0.790	01/15/2018	2,331,256.31	99.91	2,327,746.71	(3,509.60)	1.65%	1.18	0.41	0.42	Aaa	N.R.
02006NAC3	2,301,813.38	ALLYL 2014-SN1 A3 0.75 2/21/17	0.750	02/21/2017	2,299,475.61	99.90	2,299,518.93	43.32	1.63%	1.15	0.27	0.27	NR	AAA
02006TAA4	137,259.91	ALLYA 2014-1 A2 0.48 2/15/17	0.480	02/15/2017	137,248.30	99.97	137,224.83	(23.47)	0.10%	0.95	0.10	0.10	Aaa	AAA
02006WAB5	1,042,199.76	ALLYA 2014-2 A2 0.68 7/17/17	0.680	07/17/2017	1,042,153.17	99.97	1,041,899.61	(253.56)	0.74%	1.02	0.20	0.20	Aaa	AAA
14313LAC0	789,908.36	CARMX 13-1 A3 0.60 10/16/17	0.600	10/16/2017	789,784.94	99.89	789,050.28	(734.66)	0.56%	1.13	0.22	0.22	Aaa	AAA
14313RAC7	740,000.00	CARMX 14-2 A3 0.98 1/15/19	0.980	01/15/2019	737,803.13	99.66	737,504.13	(299.00)	0.52%	1.38	0.80	0.81	Aaa	AAA
14313UAB2	1,843,700.43	CARMX 14-4 A2A 0.67 2/15/18	0.670	02/15/2018	1,843,638.48	99.88	1,841,434.52	(2,203.96)	1.30%	1.13	0.29	0.29	NR	AAA
14313VAB0	950,000.00	CARMX 15-3 A2A 1.1 11/15/18	1.100	11/15/2018	949,904.53	99.76	947,687.99	(2,216.54)	0.67%	1.38	0.82	0.83	Aaa	N.R.
14313VAH7	2,455,000.00	CARMX 15-3 A2B FLT 11/15/18	0.644	11/15/2018	2,455,000.00	99.97	2,454,325.61	(674.39)	1.73%	0.84	0.10	0.83	Aaa	N.R.
14313WAB8	3,143,990.06	CARMX 15-1 A2 0.88 3/15/18	0.880	03/15/2018	3,143,662.77	99.93	3,141,683.94	(1,978.83)	2.22%	1.17	0.44	0.44	NR	AAA
14313XAB6	1,550,000.00	CARMX 15-4 A2A 1.09 4/15/19	1.090	04/15/2019	1,549,870.42	99.68	1,545,010.39	(4,860.03)	1.09%	1.39	1.00	1.02	Aaa	AAA
17305EDE2	2,900,000.00	CITIBANK CR CD 06-A3 A3 5.3 3/15	5.300	03/15/2018	3,030,500.00	100.89	2,925,943.69	(104,556.31)	2.07%	0.70	0.21	0.21	Aaa	AAA
3136A0AQ0	728,282.98	FNMA 2011-69 AB 1.5 5/25/18	1.500	05/25/2018	736,476.16	100.26	730,202.22	(6,273.94)	0.52%	1.04	0.80	0.81	Aaa	AA+
3136A22Y8	453,573.89	FNMA 2011-144 CE 1.25 6/25/35	1.250	06/25/2035	455,381.29	100.07	453,899.06	(1,482.23)	0.32%	0.86	0.40	0.40	Aaa	AA+
3136A2SY0	258,365.11	FNMA 2011-127 A 1.0 12/25/26	1.000	12/25/2026	259,091.76	99.89	258,081.94	(1,009.82)	0.18%	1.06	0.69	0.70	Aaa	AA+
3136AGLY6	581,163.59	FNMA 2013-M12 FA FLT 10/25/17	0.752	10/25/2017	582,207.87	100.08	581,652.35	(555.52)	0.41%	0.63	0.10	1.09	Aaa	AA+
3136AJ2A3	951,550.90	FNMA 2014-M5 A2 FLT 1/25/17	0.544	01/25/2017	954,115.62	100.00	951,532.63	(2,582.99)	0.67%	0.59	0.10	0.73	Aaa	AA+
3136AKXS7	3,254,853.33	FNMA 2014-M9 ASQ2 1.462 4/25/17	1.462	04/25/2017	3,261,973.32	100.13	3,259,214.51	(2,758.81)	2.30%	1.19	1.03	1.05	Aaa	AA+
3137A3CC1	147,623.92	FHLMC 3758 CD 1.5 1/15/17	1.500	08/15/2017	148,979.06	99.98	147,591.01	(1,388.05)	0.10%	1.36	0.27	0.27	Aaa	AA+
3137A6FR8	514,108.68	FHLMC 3809 JA 1.5 12/15/16	1.500	12/15/2016	519,249.77	100.14	514,821.23	(4,428.54)	0.36%	1.14	0.56	0.56	Aaa	AA+
3137A7J78	321,446.35	FHMS K701 A1 2.78 6/25/17	2.776	06/25/2017	331,127.41	101.13	325,070.50	(6,056.91)	0.23%	1.09	0.78	0.79	Aaa	AA+
3137A7Q52	105,806.33	FHLMC 3818 UA 1.35 2/15/17	1.350	02/15/2017	106,666.01	100.05	105,859.71	(806.30)	0.07%	1.04	0.34	0.34	Aaa	AA+
3137A7XX3	139,729.80	FHLMC 3827 CA 1.5 4/15/17	1.500	04/15/2017	141,121.64	100.05	139,796.90	(1,324.74)	0.10%	1.23	0.46	0.47	Aaa	AA+
3137A9BB1	402,521.39	FHLMC 3846 CK 1.5 9/15/20	1.500	09/15/2020	406,749.47	100.20	403,333.24	(3,416.23)	0.29%	1.07	0.61	0.62	Aaa	AA+
3137A9E28	654,617.98	FHLMC 3840 BA 2.0 2/15/18	2.000	02/15/2018	666,073.80	100.69	659,150.10	(6,923.70)	0.47%	1.10	0.74	0.75	Aaa	AA+
3137A9E44	1,542,048.60	FHLMC 3840 CA 2.0 9/15/18	2.000	09/15/2018	1,564,093.93	100.83	1,554,794.40	(9,299.53)	1.10%	1.12	1.02	1.03	Aaa	AA+
3137ACKK4	584,174.53	FHLMC 3876 GA 1.0 6/15/26	1.000	06/15/2026	587,095.40	99.91	583,675.70	(3,419.70)	0.41%	1.08	0.59	0.60	Aaa	AA+
3137AJZ49	1,490,101.14	FHLMC 3977 GA 1.5 7/15/19	1.500	07/15/2019	1,508,261.75	100.42	1,496,320.97	(11,940.78)	1.06%	1.07	0.85	0.86	Aaa	AA+
3137BBGR5	2,452,386.24	FHLMC 4350 CA 2.0 10/15/19	2.000	10/15/2019	2,495,111.42	101.26	2,483,333.15	(11,778.27)	1.76%	1.10	0.86	0.87	Aaa	AA+
3137BERG1	1,298,369.27	FHLMC 4399 CB 2.5 9/15/24	2.500	09/15/2024	1,320,076.39	101.17	1,313,560.06	(6,516.33)	0.93%	1.04	0.86	0.87	Aaa	AA+
3137GAK48	157,153.59	FHLMC 3736 F FLT 8/15/37	0.631	08/15/2037	157,350.03	100.17	157,416.62	66.59	0.11%	0.66	0.10	0.57	Aaa	AA+
3138EMBX8	781,189.46	FED NATL MTG ASSN POOL #AL4553	6.000	01/01/2019	833,919.75	102.46	800,430.16	(33,489.59)	0.57%	2.12	0.72	0.74	Aaa	AA+
31392JJ26	139,428.05	FNMA 2003-17 FN FLT 3/25/18	0.722	03/25/2018	139,820.19	100.05	139,501.31	(318.88)	0.10%	0.68	0.10	0.86	Aaa	AA+
31393D6F3	149,186.11	FNMA 2003-76 FH FLT 9/25/31	0.822	09/25/2031	149,395.90	100.09	149,321.82	(74.08)	0.11%	0.67	0.10	2.29	Aaa	AA+
31393RN48	197,557.18	FHLMC 2637 F FLT 6/15/18	0.731	06/15/2018	197,927.60	100.16	197,873.77	(53.83)	0.14%	0.62	0.10	0.59	Aaa	AA+
31394UY97	1,110,761.79	FNMA 2005-104 NF FLT 3/25/35	0.722	03/25/2035	1,113,365.14	100.00	1,110,758.12	(2,607.02)	0.79%	0.67	0.10	2.02	Aaa	AA+
31395PVU3	474,524.76	FHLMC 2950 FM FLT 3/15/35	0.631	03/15/2035	474,821.34	100.28	475,868.99	1,047.65	0.34%	0.72	0.10	8.00	Aaa	AA+
31396Q2U2	1,063,535.40	FNMA 2009-76 LY 3.5 10/25/17	3.500	10/25/2017	1,084,806.11	100.99	1,074,054.93	(10,751.18)	0.76%	1.10	0.51	0.52	Aaa	AA+
31396T5P4	550,284.95	FHLMC 3166 FC FLT 6/15/36	0.681	06/15/2036	550,886.82	100.38	552,350.99	1,464.17	0.39%	0.62	0.10	0.59	Aaa	AA+
31396YR38	8,632.02	FNMA 2008-26 A 4.5 11/25/22	4.500	11/25/2022	9,004.28	99.98	8,630.16	(374.12)	0.01%	0.62	0.10	0.10	Aaa	AA+
31397SAF1	1,115,142.76	FNMA 2011-16 FB FLT 3/25/31	0.572	03/25/2031	1,113,923.07	99.91	1,114,111.92	188.85	0.79%	0.70	0.10	1.95	Aaa	AA+

FMLVT 0-2 Year High Quality Bond Fund
Holdings as of 12/31/15

from Investment Manager

Asset ID	Units	Asset Description	Interest Rate	Maturity Date	Cost	Price	Market Value	Unrealized Gain (Loss)	% Total of Market	YTM	DUR	WAL	Moody's RATING	S&P RATING
31397SPD0	733,041.03	FNMA 2011-25 AH 2.75 6/25/21	2.750	06/25/2021	749,992.60	101.74	745,796.02	(4,196.58)	0.53%	1.16	1.13	1.15	Aaa	AA+
31398GZS1	496,601.82	FNMA 2010-12 AC 2.5 12/25/18	2.500	12/25/2018	509,327.24	101.20	502,568.79	(6,758.45)	0.36%	1.05	0.94	0.95	Aaa	AA+
31398J4N0	81,844.90	FHLMC 3567 E 3.0 8/15/19	3.000	08/15/2019	83,891.02	100.54	82,284.80	(1,606.22)	0.06%	0.69	0.23	0.23	Aaa	AA+
31398M5G7	434,805.90	FNMA 2010-32 CD 2.25 8/25/18	2.250	08/25/2018	441,463.86	101.00	439,175.61	(2,288.25)	0.31%	1.17	1.07	1.08	Aaa	AA+
31398MK54	679,922.28	FNMA 2010-37 GA 2.0 4/25/25	2.000	04/25/2025	689,589.93	100.60	683,982.71	(5,607.22)	0.48%	1.00	0.73	0.74	Aaa	AA+
31398MNB8	257,416.37	FNMA 2010-13 KA 2.0 12/25/18	2.000	12/25/2018	260,941.31	100.79	259,455.62	(1,485.69)	0.18%	1.16	0.97	0.99	Aaa	AA+
31398NMK7	1,782,928.62	FNMA 2010-114 CB 1.75 4/25/18	1.750	04/25/2018	1,802,707.98	100.55	1,792,745.42	(9,962.56)	1.27%	0.98	0.86	0.87	Aaa	AA+
31398R7M1	20,197.16	FNMA 2010-87 G 2.0 2/25/24	2.000	02/25/2024	20,392.82	99.98	20,192.69	(200.13)	0.01%	0.89	0.11	0.11	Aaa	AA+
31398VAH9	221,815.33	FHLMC 3649 HB 2.0 11/15/18	2.000	11/15/2018	225,281.20	100.82	223,641.14	(1,640.06)	0.16%	1.16	1.06	1.08	Aaa	AA+
31679MAB2	1,379,173.56	FITAT 2014-3 A2A 0.57 5/15/17	0.570	05/15/2017	1,379,075.36	99.92	1,378,079.60	(995.76)	0.97%	1.06	0.17	0.17	NR	AAA
34530BAD5	1,300,000.00	FORDO 2013-A A4 0.78 5/15/18	0.780	05/15/2018	1,298,781.25	99.69	1,295,982.48	(2,798.77)	0.92%	1.30	0.58	0.59	NR	AAA
36163TAB9	1,195,013.63	GEEMT 14-1 A2 0.64 4/24/17	0.640	04/24/2017	1,193,193.09	99.84	1,193,075.56	(117.53)	0.84%	1.25	0.22	0.22	NR	AAA
38374FMY7	143,738.39	GOVERNMENT NATL MTG ASSN REMIC	0.660	02/20/2034	143,918.06	100.04	143,789.47	(128.59)	0.10%	0.70	0.10	0.44	Aaa	AA+
38377VTH9	139,952.74	GNMA 2011-56 PA 2.5 4/16/38	2.500	04/16/2038	141,877.09	100.60	140,790.44	(1,086.65)	0.10%	1.18	0.43	0.44	Aaa	AA+
43814HAB4	974,301.87	HAROT 2014-3 A2 0.48 12/15/16	0.480	12/15/2016	974,286.87	99.96	973,866.94	(419.93)	0.69%	0.93	0.11	0.93	NR	AAA
43814KAB7	1,887,803.09	HAROT 2015-1 A2 0.70 6/15/17	0.700	06/15/2017	1,887,704.55	99.90	1,885,963.24	(1,741.31)	1.33%	1.00	0.34	0.34	Aaa	AAA
44614AAD5	150,531.88	HUNT 2012-1 A4 1.18 6/15/17	1.180	06/15/2017	151,355.10	100.00	150,524.99	(830.11)	0.11%	0.99	0.10	0.10	Aaa	AAA
44890QAC7	1,731,276.35	HART 2013-C A3 1.01 2/15/18	1.010	02/15/2018	1,735,875.05	99.98	1,730,998.31	(4,876.74)	1.22%	1.11	0.39	0.40	Aaa	AAA
65477LAC4	2,250,481.75	NAROT 13-B A3 0.84 11/15/17	0.840	11/15/2017	2,253,558.59	99.97	2,249,710.28	(3,848.31)	1.59%	1.02	0.38	0.38	Aaa	N.R.
65477NAD8	2,500,000.00	NALT 2014-A A3 0.8 2/15/17	0.800	02/15/2017	2,498,925.78	99.91	2,497,747.00	(1,178.78)	1.77%	1.10	0.31	0.31	Aaa	N.R.
65477UAB6	3,556,011.27	NAROT 15-A A2 0.67 9/15/17	0.670	09/15/2017	3,555,832.05	99.89	3,552,235.50	(3,596.55)	2.51%	0.95	0.43	0.43	Aaa	N.R.
912796GS2	20,000,000.00	US TREASURY BILL 6/23/16	0.000	06/23/2016	19,973,223.33	99.87	19,973,223.33	0.00	14.12%	0.46	0.48	0.48	Aaa	AA+
912796GW3	10,000,000.00	US TREASURY BILL 7/21/16	0.000	07/21/2016	9,981,511.39	99.82	9,981,511.39	0.00	7.05%	0.51	0.55	0.55	Aaa	AA+
912796HU6	25,000,000.00	US TREASURY BILL 12/8/16	0.000	12/08/2016	24,852,783.25	99.41	24,852,783.25	0.00	17.57%	0.61	0.94	0.94	Aaa	AA+
912828B41	2,500,000.00	US TREASURY 0.375 1/31/16	0.375	01/31/2016	2,501,668.53	100.00	2,500,125.00	(1,543.53)	1.77%	0.32	0.08	0.08	Aaa	AA+
912828F47	800,000.00	US TREASURY 0.50 9/30/16	0.500	09/30/2016	800,252.68	99.84	798,720.00	(1,532.68)	0.56%	0.71	0.74	0.75	Aaa	AA+
912828RU6	5,000,000.00	US TREASURY 0.875 11/30/16	0.875	11/30/2016	5,006,462.05	100.06	5,002,950.00	(3,512.05)	3.54%	0.81	0.91	0.92	Aaa	AA+
912828VL1	2,000,000.00	US TREASURY 0.625 7/15/16	0.625	07/15/2016	2,005,475.44	100.01	2,000,160.00	(5,315.44)	1.41%	0.61	0.54	0.54	Aaa	AA+
98160KAD7	3,400,000.00	WORLD OMNI AUTO 13-A A4 0.87 7/1	0.870	07/15/2019	3,391,500.00	99.63	3,387,357.78	(4,142.22)	2.39%	1.22	0.99	1.00	NR	AAA
98160VAB7	4,300,000.00	WOLS 2015-A A2A 1.06 5/15/18	1.060	05/15/2018	4,299,638.80	99.56	4,281,044.74	(18,594.06)	3.03%	1.49	0.91	0.92	Aaa	N.R.
	139,893,801.72				140,154,687.49		139,809,816.44	(344,871.05)	98.81%	0.84	0.61	0.68		
VP4560000	1,678,217.67	WF ADV GOVT MM FD-INSTL #1751	0.00010		1,678,217.67	1.00	1,678,217.67	0.00	1.19%	0.01	-	-	Aaa-mf	AAAm
	141,572,019.39				141,832,905.16		141,488,034.11	(344,871.05)	100.00%	0.83	0.60	0.67		

Portfolio NAV 141,506,571.06
Shares 13,681,321.0100
NAV per Shares 10.343049

**FMIvT 1 to 3 Year High Quality Bond Fund
Guidelines
FINAL Revised 3-22-11**

Benchmark: Bank of America Merrill Lynch 1-3 Year Government Index

Portfolio Objective

The investment management style and process utilized in this portfolio is important and therefore, adherence to this discipline is a critical issue. The portfolio should be managed in a style consistent with the asset manager's other portfolios within the same investment mandate or product. Any significant deviation from the manager's stated style will require written approval from the Florida Municipal Investment Trust Board of Trustees.

Portfolio Characteristic (In addition to any restriction specified in the Trust's Statement of Investment Policy.)

All percentages indicated below shall be valued at market. The Portfolio's pro-rata allocation of the collateral investment associated with securities lending activity shall not be considered in determining portfolio characteristics.

1. Maintain modified duration greater than one year but less than one hundred and thirty percent of the established index.
2. Maintain a minimum bond fund rating of AAA.
3. Invest at least thirty percent of the portfolio in Direct U.S. Government Obligations, U.S. Government Agency Obligations, or U.S. Government Instrumentalities Obligations; or in Repurchase Agreements backed by Direct U.S. Government Obligations, U.S. Government Agency Obligations, or U.S. Government Instrumentalities Obligations.
4. A maximum of seventy-five percent of the portfolio may be invested in Direct U.S. Government Obligations, U.S. Government Agency Obligations, or U.S. Government Instrumentalities Obligations; or in Repurchase Agreements backed by Direct U.S. Government Obligations, U.S. Government Agency Obligations, or U.S. Government Instrumentalities Obligations.
5. A maximum of fifty percent of the portfolio may be invested in mortgage securities including CMOs.
6. A maximum of forty percent of the portfolio may be invested in ABSs.
7. Reverse Repurchase Agreements and/or other forms of financial leverage will be limited to thirty percent of the portfolio.
8. Securities lending activity with approved dealers and custodians.

Allowable Investment Securities

1. Direct U.S. Government Obligations
2. U.S. Government Agency Obligations
3. U.S. Government Instrumentalities Obligations
4. Money Market Obligations (To include Commercial Paper, Bankers Acceptance, Repurchase Agreements, Reverse Repurchase Agreements, Time Deposits and Money Market Accounts.)
5. Asset Backed Securities

6. Mortgage Securities including CMO's
7. Commingled Investment funds
8. Securities transferred to the Trust and to the Portfolio from previously owned commingled investment funds.

Security Restrictions (In addition to any restriction specified in the Trust's Statement of Investment Policy.)

Security restrictions shall not be applicable to the Portfolio's pro-rata portion of the collateral investment associated with securities lending activity.

1. A maximum of five percent of the portfolio at market may be invested in individual trusts of ABS and Non-Agency CMO's
2. All securities except as described below will have a final maturity of 5.5 years or less. If a security has a put feature, the put date will be used as the final maturity.
3. Mortgage pass-throughs, CMOs, ABSs or any other security that does not have a fixed maturity date or a fixed paydown schedule would have to meet at least one of the following conditions.
 - A final payment "window" of seven years or less based on the then prevailing prepayment assumptions as determined by the Bloomberg, Merrill Lynch Pass Port or other pricing or securities firms with demonstrated expertise in prepayment forecasting for such securities.
 - A security's price volatility given the then prevailing prepayment assumptions as determined above, cannot exceed the price volatility of 2x the BofA ML 1-3 Year Government Index. (The price volatility of the BofA ML 1-3 Year Government Index is defined as the modified duration of the Index as published by Bank of America Merrill Lynch).
4. The investment of collateral involved with the securities lending program is subject to its own unique guidelines and restrictions that restrict investment to U.S. dollar denominated Repurchase Agreements, money market mutual funds that determine net asset value based on SEC Rule 2a-7, U.S. Government Securities (direct obligations or guaranteed or insured issues of the United States and its agencies), Time Deposits issued by U.S. Banks, and Commercial Paper, along with securities transferred to the Trust and to the Portfolio from previously owned commingled investment funds. The maturity dates for these new purchases are restricted to seven days or less.

Notice To Administrator

If manager's portfolio is in violation of any of the above guidelines, the Investment Manager shall immediately notify the Administrator and shall provide recommendations for rectifying any non-compliance within five business days of discovery of the non-compliance.



FMIVT 1-3 Year High Quality Bond Fund
Holdings as of 12/31/15

from Investment Manager

Asset ID	Units	Asset Description	Interest	Maturity	Cost	Price	Market	Unrealized	% of Total			Moody's RATING	S&P RATING	
			Rate	Date			Value	Gain/Loss	Market	YTM	DUR			WAL
02005BAD8	6,164,137.65	ALLYA 2012-5 A4 0.85 1/16/18	0.850	01/16/2018	6,164,137.65	99.88	6,156,560.08	(7,577.57)	1.23%	1.17	0.39	0.40	NR	AAA
02006TAB2	9,950,000.00	ALLYA 2014-1 A3 0.97 10/15/18	0.970	10/15/2018	9,949,757.22	99.75	9,924,902.12	(24,855.10)	1.98%	1.28	0.76	0.77	Aaa	AAA
12591FAC0	2,782,737.18	CNH 13-A A3 0.69 6/15/18	0.690	06/15/2018	2,782,736.62	99.95	2,781,322.71	(1,413.91)	0.56%	1.07	0.14	0.14	NR	AAA
12625HAD4	8,000,000.00	CNH 13-B-A4 0.99 11/15/18	0.990	11/15/2018	7,997,588.80	99.22	7,937,953.60	(59,635.20)	1.58%	1.56	1.29	1.31	Aaa	N.R.
14313LAC0	1,693,515.63	CARMX 13-1 A3 0.60 10/16/17	0.600	10/16/2017	1,693,464.32	99.89	1,691,675.96	(1,788.36)	0.34%	1.13	0.22	0.22	Aaa	AAA
14313LAD8	3,575,000.00	CARMX 13-1 A4 0.89 8/17/18	0.890	08/17/2018	3,565,643.55	99.45	3,555,309.62	(10,333.93)	0.71%	1.47	0.91	0.92	Aaa	AAA
14313MAC8	2,403,696.49	CARMX 13-2 A3 0.64 1/16/18	0.640	01/16/2018	2,403,571.50	99.83	2,399,608.76	(3,962.74)	0.48%	1.17	0.34	0.34	NR	AAA
14313UAC0	5,435,000.00	CARMX 14-4 A3 1.25 11/15/19	1.250	11/15/2019	5,434,495.63	99.55	5,410,665.33	(23,830.30)	1.08%	1.58	1.34	1.37	NR	AAA
14313VAB0	6,700,000.00	CARMX 15-3 A2A 1.1 11/15/18	1.100	11/15/2018	6,699,326.65	99.76	6,683,694.21	(15,632.44)	1.33%	1.38	0.82	0.83	Aaa	N.R.
14313WAC6	6,175,000.00	CARMX 15-1 A3 1.38 11/15/19	1.380	11/15/2019	6,173,490.83	99.56	6,148,092.44	(25,398.39)	1.23%	1.61	1.63	1.66	NR	AAA
14313XAB6	8,250,000.00	CARMX 15-4 A2A 1.09 4/15/19	1.090	04/15/2019	8,249,310.30	99.68	8,223,442.42	(25,867.88)	1.64%	1.39	1.00	1.02	Aaa	AAA
254683BA2	7,000,000.00	DCENT 2013-A2 A2 0.69 8/15/18	0.690	08/15/2018	6,998,960.50	99.99	6,999,229.30	268.80	1.40%	0.77	0.10	0.10	Aaa	AAA
31283KU89	736,333.00	FHLMC GOLD #G11507 4.5 1/1/19	4.500	01/01/2019	788,566.62	103.44	761,692.31	(26,874.31)	0.15%	1.87	1.16	1.20	Aaa	AA+
3128MBU21	1,024,604.99	FHLMC GOLD #G13101 4.5 11/1/19	4.500	11/01/2019	1,098,888.85	103.48	1,060,261.24	(38,627.61)	0.21%	1.87	1.28	1.33	Aaa	AA+
3136A2ZT3	3,202,168.46	FNMA 2011-122 EC 1.5 1/25/20	1.500	01/25/2020	3,246,051.74	100.23	3,209,600.69	(36,451.05)	0.64%	1.19	1.07	1.09	Aaa	AA+
3136A3UG4	3,657,378.66	FNMA REMIC TRUST 2012-1	1.750	12/25/2021	3,722,720.85	100.59	3,678,846.01	(43,874.84)	0.73%	1.51	1.68	1.72	Aaa	AA+
3136A9YB8	5,880,518.80	FNMA 2012-123 WM 2.5 2/25/22	2.500	02/25/2022	6,057,393.81	101.62	5,975,831.42	(81,562.39)	1.19%	1.31	1.43	1.46	Aaa	AA+
3137A1W74	431,991.44	FHLMC 3728 CA 1.5 10/15/18	1.500	10/15/2018	437,020.09	100.37	433,597.63	(3,422.46)	0.09%	1.08	1.01	1.03	Aaa	AA+
3137A2MV0	769,207.39	FHLMC 3756 DA 1.2 11/15/18	1.200	11/15/2018	774,916.36	99.97	769,013.17	(5,903.19)	0.15%	1.18	1.04	1.06	Aaa	AA+
3137A4Y68	728,062.70	FHLMC 3799 GK 2.75 1/15/21	2.750	01/15/2021	755,251.29	102.26	744,484.08	(10,767.21)	0.15%	1.58	1.83	1.89	Aaa	AA+
3137A6AZ5	3,434,367.72	FHMS K010 A1 3.32 7/25/20	3.320	07/25/2020	3,538,606.14	102.77	3,529,513.10	(9,093.04)	0.70%	1.41	1.59	1.64	Aaa	AA+
3137A6SW3	125,742.17	FHLMC 3812 BA 2.0 9/15/18	2.000	09/15/2018	128,315.96	100.82	126,779.23	(1,536.73)	0.03%	1.09	0.99	1.01	Aaa	AA+
3137A7LJ7	230,086.64	FHR 3826 ME MTGE	2.250	07/15/2018	235,407.39	101.02	232,440.61	(2,966.78)	0.05%	1.09	0.95	0.97	Aaa	AA+
3137A8NB0	596,983.12	FHLMC 3830 DA 2.5 12/15/18	2.500	12/15/2018	617,317.86	101.29	604,696.14	(12,621.72)	0.12%	1.10	0.99	1.00	Aaa	AA+
3137A9PK6	489,703.48	FHLMC 3842 CJ 2.0 9/15/18	2.000	09/15/2018	495,671.74	100.86	493,909.49	(1,762.25)	0.10%	1.09	1.02	1.04	Aaa	AA+
3137A9YB6	838,690.20	FHLMC 3838 AE 2.5 11/15/18	2.500	11/15/2018	861,754.18	101.33	849,830.44	(11,923.74)	0.17%	1.18	1.00	1.02	Aaa	AA+
3137AAR54	1,162,149.22	FED HOME LN MTG CORP	2.500	10/15/2018	1,188,115.99	101.26	1,176,830.65	(11,285.34)	0.23%	1.17	0.95	0.96	Aaa	AA+
3137AAVD9	198,229.43	FED HOME LN MTG CORP	2.000	08/15/2018	200,149.78	100.80	199,822.52	(327.26)	0.04%	1.17	1.06	1.08	Aaa	AA+
3137ACJU4	392,729.02	FHLMC 3872 ND 2.0 12/15/21	2.000	12/15/2021	400,706.33	100.86	396,110.30	(4,596.03)	0.08%	1.52	1.79	1.84	Aaa	AA+
3137ACK99	5,359,260.94	FHLMC 3876 CA 2.75 6/15/26	2.750	06/15/2026	5,533,855.64	101.75	5,453,166.98	(80,688.66)	1.09%	1.21	1.01	1.02	Aaa	AA+
3137ACUK3	260,731.84	FHLMC 3895 CD 2.0 10/15/18	2.000	10/15/2018	265,294.65	100.85	262,949.44	(2,345.21)	0.05%	1.07	0.99	1.01	Aaa	AA+
3137AJAV6	582,542.85	FHLMC 3955 YA 1.75 3/15/21	1.750	03/15/2021	590,985.17	100.69	586,548.59	(4,436.58)	0.12%	1.37	1.40	1.43	Aaa	AA+
3137AQVV7	1,128,192.30	FHMS K709 A1 1.56 10/25/18	1.560	10/25/2018	1,132,951.86	100.11	1,129,434.89	(3,516.97)	0.23%	1.35	1.41	1.44	Aaa	AA+
3137B03W2	14,208,321.75	FHMS K502 A2 1.426 8/25/17	1.426	08/25/2017	14,492,218.23	100.06	14,216,711.76	(275,506.47)	2.84%	1.30	1.22	1.24	Aaa	AAA
3137B9BG9	4,219,046.19	Freddie Mac 3/15/22 1.75%	1.750	03/15/2022	4,289,418.57	100.49	4,239,872.67	(49,545.90)	0.85%	1.48	1.76	1.81	Aaa	AA+
3137BBQ45	2,061,263.35	FHLMC 4351 GA 2.0 11/15/19	2.000	11/15/2019	2,084,130.49	100.76	2,076,889.58	(7,240.91)	0.41%	1.03	0.86	0.87	Aaa	AA+

FMLVT 1-3 Year High Quality Bond Fund
Holdings as of 12/31/15

from Investment Manager

Asset ID	Units	Asset Description	Interest	Maturity	Cost	Price	Market	Unrealized	% of Total	YTM	DUR	WAL	Moody's RATING	S&P RATING
			Rate	Date			Value	Gain/Loss	Market					
02005BAD8	6,164,137.65	ALLYA 2012-5 A4 0.85 1/16/18	0.850	01/16/2018	6,164,137.65	99.88	6,156,560.08	(7,577.57)	1.23%	1.17	0.39	0.40	NR	AAA
3137BERG1	3,847,020.08	FHLMC 4399 CB 2.5 9/15/24	2.500	09/15/2024	3,911,337.45	101.17	3,892,029.83	(19,307.62)	0.78%	1.04	0.86	0.87	Aaa	AA+
3137GA2H9	521,892.19	FHLMC 3730 GE 2.5 8/15/20	2.500	08/15/2020	538,690.60	101.46	529,517.71	(9,172.89)	0.11%	1.53	1.70	1.75	Aaa	AA+
3138EMBX8	627,279.47	FED NATL MTG ASSN POOL #AL4553	6.000	01/01/2019	669,620.83	102.46	642,729.36	(26,891.47)	0.13%	2.12	0.72	0.74	Aaa	AA+
31392UMQ4	133,928.21	FHLMC 2503 BH 5.5 9/15/17	5.500	09/15/2017	144,135.00	102.80	137,684.29	(6,450.71)	0.03%	1.01	0.67	0.68	Aaa	AA+
31393AC88	297,845.69	FNMA 2003-24 BC 5.0 4/25/18	5.000	04/25/2018	320,370.27	103.19	307,351.76	(13,018.51)	0.06%	1.15	0.87	0.89	Aaa	AA+
31393DFW6	69,458.26	FNMA 2003-65 NA 3.5 9/25/31	3.500	09/25/2031	72,220.31	100.92	70,100.71	(2,119.60)	0.01%	0.83	0.25	0.25	Aaa	AA+
31393NK24	158,327.02	FHLMC REMIC SERIES 2590	5.000	03/15/2018	170,201.55	103.20	163,401.40	(6,800.15)	0.03%	1.09	0.86	0.88	Aaa	AA+
31393RLW8	277,244.67	FHLMC 2633 PE 4.5 6/15/18	4.500	06/15/2018	295,265.57	103.12	285,893.82	(9,371.75)	0.06%	1.12	0.96	0.99	Aaa	AA+
31393RVZ0	195,632.82	FHLMC 2631 LC 4.5 6/15/18	4.500	06/15/2018	208,104.41	103.10	201,699.57	(6,404.84)	0.04%	1.15	0.96	0.98	Aaa	AA+
31393UGR8	71,033.23	FNMA 2003-120	4.000	12/25/2018	75,133.60	102.72	72,968.76	(2,164.84)	0.01%	1.14	1.04	1.06	Aaa	AA+
31394UY97	1,643,318.94	FNMA 2005-104 NF FLT 3/25/35	0.722	03/25/2035	1,647,555.63	100.00	1,643,313.52	(4,242.11)	0.33%	0.67	0.10	2.02	Aaa	AA+
31394WAF5	331,171.82	FHLMC 2786 BC 4.0 4/15/19	4.000	04/15/2019	354,664.32	103.26	341,957.39	(12,706.93)	0.07%	1.27	1.23	1.27	Aaa	AA+
31395J2T2	1,629,022.32	FHLMC 2885 DF FLT 4/15/34	0.681	04/15/2034	1,632,458.54	100.09	1,630,463.68	(1,994.86)	0.33%	0.66	0.10	1.25	Aaa	AA+
31396QKJ7	395,439.86	FNMA 2009-52 AJ 4.0 7/25/24	4.000	07/25/2024	420,587.36	103.46	409,103.61	(11,483.75)	0.08%	1.30	1.40	1.44	Aaa	AA+
31396QZS1	772,481.05	FNMA 2009-70 CL 3.0 8/25/19	3.000	08/25/2019	797,043.54	101.92	787,279.24	(9,764.30)	0.16%	1.18	0.94	0.95	Aaa	AA+
31397A5S8	687,604.26	FHLMC 3209 EG 4.5 8/15/20	4.500	08/15/2020	735,843.99	104.27	716,957.47	(18,886.52)	0.14%	1.53	1.49	1.54	Aaa	AA+
31397FV90	37,066.24	FHLMC REMIC SERIES 3288	4.500	03/15/2022	40,309.54	103.40	38,325.19	(1,984.35)	0.01%	1.61	1.23	1.27	Aaa	AA+
31397NFA8	1,115,357.28	FNMA 2009-17 AN 4.5 3/25/24	4.500	03/25/2024	1,183,847.19	103.66	1,156,195.08	(27,652.11)	0.23%	1.21	1.21	1.25	Aaa	AA+
31397SAY0	1,505,215.32	FNMA 2011-16 GE 2.75 6/25/20	2.750	06/25/2020	1,540,224.27	101.40	1,526,328.22	(13,896.05)	0.30%	1.22	1.03	1.05	Aaa	AA+
31397UDX4	1,041,664.75	FNMA 2011-47 MA 2.5 1/25/22	2.500	01/25/2022	1,070,516.12	101.64	1,058,705.34	(11,810.78)	0.21%	1.31	1.47	1.51	Aaa	AA+
31398F3U3	5,137,405.70	FNMA 2009-88 DC 3.25 10/25/20	3.250	10/25/2020	5,309,990.42	102.42	5,261,713.96	(48,276.46)	1.05%	1.26	1.27	1.30	Aaa	AA+
31398JVV2	1,439,132.33	FHLMC 3578 B 4.5 9/15/24	4.500	09/15/2024	1,507,041.38	103.00	1,482,325.73	(24,715.65)	0.30%	1.17	0.96	0.98	Aaa	AA+
31398M5L6	652,208.70	FNMA 2010-32 CL 3.75 8/25/18	3.750	08/25/2018	684,870.09	102.53	668,730.12	(16,139.97)	0.13%	1.16	1.06	1.08	Aaa	AA+
31398RXB6	4,645,784.39	FNMA 2010-58 PT 2.25 6/25/25	2.250	06/25/2025	4,760,477.19	101.51	4,716,030.51	(44,446.68)	0.94%	1.63	1.77	1.83	Aaa	AA+
31398S3S0	862,026.52	FNMA 2010-153 AC 2.0 11/25/18	2.000	11/25/2018	872,532.46	100.94	870,135.43	(2,397.03)	0.17%	1.16	1.11	1.13	Aaa	AA+
31403DSV2	410,411.55	FNMA #745832 6.0 4/1/21	6.000	04/01/2021	448,374.62	104.74	429,873.27	(18,501.35)	0.09%	1.75	1.24	1.29	Aaa	AA+
31417BQZ3	1,562,096.19	FNMA #AB4971 2.5 4/1/22	2.500	04/01/2022	1,591,873.65	101.84	1,590,823.14	(1,050.51)	0.32%	1.63	2.26	2.36	Aaa	AA+
36159JBZ3	6,195,000.00	GEMNT 10-2 A 4.47 3/15/20	4.470	03/15/2020	7,024,549.22	103.57	6,416,434.70	(608,114.52)	1.28%	1.39	1.17	1.21	Aaa	AAA
38374D2K4	86,342.58	GOVT NATL MTG ASSN 4.250%	4.250	10/16/2022	89,607.41	101.08	87,275.36	(2,332.05)	0.02%	1.35	0.43	0.44	Aaa	AA+
38374F6W9	149,538.01	GNMA 2004-30 UC 5.5 2/20/34	5.500	02/20/2034	165,379.69	105.58	157,887.48	(7,492.21)	0.03%	1.31	1.32	1.36	Aaa	AA+
38377JT29	2,207,869.81	GNMA 2010-117 JA 2.5 3/20/40	2.500	03/20/2040	2,280,793.20	101.43	2,239,413.20	(41,380.00)	0.45%	1.68	1.88	1.95	Aaa	AA+
43814HAC2	12,435,000.00	HART 2014-3 A3 0.88 6/15/18	0.880	06/15/2018	12,430,138.32	99.75	12,404,115.19	(26,023.13)	2.48%	1.17	0.86	0.87	NR	AAA
44890LAD6	10,135,000.00	HART 2013-B A4 1.01 2/15/19	1.010	02/15/2019	10,141,730.25	99.90	10,125,219.73	(16,510.52)	2.02%	1.21	0.72	0.73	Aaa	AAA
44890RAC5	3,294,616.08	HART 2014-A A3 0.79 7/16/18	0.790	07/16/2018	3,294,027.00	99.77	3,287,139.28	(6,887.72)	0.66%	1.19	0.60	0.61	Aaa	AAA
44890UAC8	1,699,344.94	HART 2014-B A3 0.9 12/17/18	0.900	12/17/2018	1,699,293.28	99.79	1,695,714.46	(3,578.82)	0.34%	1.31	0.73	0.74	NR	AAA
587729AD6	750,000.00	MBART 2014-1 A4 1.31 11/16/20	1.310	11/16/2020	751,611.33	99.61	747,062.10	(4,549.23)	0.15%	1.48	1.82	1.85	Aaa	N.R.
58772PAD0	10,750,000.00	MBART 2015-1 A3 1.34 12/16/19	1.340	12/16/2019	10,748,691.73	99.45	10,690,436.40	(58,255.33)	2.13%	1.57	1.97	2.01	NR	AAA
65477MAC2	6,610,347.11	NAROT 13-C A3 0.67 8/15/18	0.670	08/15/2018	6,603,799.43	99.77	6,595,447.39	(8,352.04)	1.32%	1.10	0.61	0.62	Aaa	N.R.
65477UAC4	9,000,000.00	NAROT 15-A A3 1.06 10/15/19	1.050	10/15/2019	8,998,108.20	99.31	8,938,017.00	(60,091.20)	1.78%	1.46	1.56	1.58	Aaa	N.R.
65478AAB9	8,500,000.00	NAROT 15-C A2A 0.87 11/15/18	0.870	11/15/2018	8,499,351.45	99.64	8,469,004.75	(30,346.70)	1.69%	1.26	1.04	1.05	Aaa	N.R.
912828G79	12,000,000.00	US TREASURY 1.0 12/15/17	1.000	12/15/2017	11,987,383.92	99.86	11,983,560.00	(3,823.92)	2.39%	1.07	1.93	1.96	Aaa	AA+

FMLVT 1-3 Year High Quality Bond Fund
Holdings as of 12/31/15

from Investment Manager

Asset ID	Units	Asset Description	Interest	Maturity	Cost	Price	Market	Unrealized	% of Total			Moody's RATING	S&P RATING	
			Rate	Date			Value	Gain/Loss	Market	YTM	DUR			WAL
02005BAD8	6,164,137.65	ALLYA 2012-5 A4 0.85 1/16/18	0.850	01/16/2018	6,164,137.65	99.88	6,156,560.08	(7,577.57)	1.23%	1.17	0.39	0.40	NR	AAA
912828H29	20,000,000.00	US TREASURY 0.625 12/31/16	0.625	12/31/2016	20,067,254.40	99.83	19,966,400.00	(100,854.40)	3.99%	0.79	0.99	1.00	Aaa	AA+
912828H78	10,000,000.00	US TREASURY 0.5 1/31/17	0.500	01/31/2017	9,980,502.25	99.63	9,963,300.00	(17,202.25)	1.99%	0.84	1.08	1.08	Aaa	AA+
912828K66	10,000,000.00	US TREASURY 0.5 4/30/17	0.500	04/30/2017	9,991,439.70	99.48	9,947,700.00	(43,739.70)	1.99%	0.90	1.32	1.33	Aaa	AA+
912828M72	46,000,000.00	US TREASURY 0.875 11/30/17	0.875	11/30/2017	45,903,122.93	99.71	45,867,060.00	(36,062.93)	9.16%	1.03	1.89	1.92	Aaa	AA+
912828RJ1	15,000,000.00	US TREASURY 1.0 9/30/16	1.000	09/30/2016	15,033,448.65	100.20	15,029,850.00	(3,598.65)	3.00%	0.73	0.74	0.75	Aaa	AA+
912828SJ0	16,150,000.00	US TREASURY 0.875 2/28/17	0.875	02/28/2017	16,176,649.82	100.04	16,156,298.50	(20,351.32)	3.23%	0.84	1.15	1.16	Aaa	AA+
912828SY7	21,000,000.00	US TREASURY 0.625 5/31/17	0.625	05/31/2017	20,957,414.10	99.56	20,907,390.00	(50,024.10)	4.17%	0.94	1.40	1.41	Aaa	AA+
912828TM2	15,000,000.00	US TREASURY 0.625 8/31/17	0.625	08/31/2017	14,974,269.00	99.36	14,903,850.00	(70,419.00)	2.98%	1.01	1.65	1.67	Aaa	AA+
912828TS9	10,000,000.00	US TREASURY 0.625 9/30/17	0.625	09/30/2017	9,984,408.50	99.31	9,930,900.00	(53,508.50)	1.98%	1.02	1.73	1.75	Aaa	AA+
912828UA6	13,000,000.00	US TREASURY 0.625 11/30/17	0.625	11/30/2017	12,917,777.99	99.17	12,892,360.00	(25,417.99)	2.57%	1.06	1.90	1.92	Aaa	AA+
912828UR9	12,500,000.00	US TREASURY 0.75 2/28/18	0.750	02/28/2018	12,428,752.81	99.15	12,393,500.00	(35,252.81)	2.47%	1.15	2.13	2.16	Aaa	AA+
912828VE7	23,250,000.00	US TREASURY 1.0 5/31/18	1.000	05/31/2018	23,158,075.98	99.49	23,130,960.00	(27,115.98)	4.62%	1.22	2.38	2.41	Aaa	AA+
912828WH9	22,500,000.00	US TREASURY 0.875 5/15/17	0.875	05/15/2017	22,527,614.40	99.94	22,486,050.00	(41,564.40)	4.49%	0.92	1.36	1.37	Aaa	AA+
912828WP1	13,000,000.00	US TREASURY 0.875 6/15/17	0.875	06/15/2017	12,994,965.43	99.89	12,985,830.00	(9,135.43)	2.59%	0.95	1.44	1.45	Aaa	AA+
912828XJ4	8,575,000.00	US TREASURY 0.625 6/30/17	0.625	06/30/2017	8,560,912.50	99.50	8,531,782.00	(29,130.50)	1.70%	0.96	1.49	1.50	Aaa	AA+
98160KAD7	10,490,000.00	WORLD OMNI AUTO 13-A A4 0.87 7/1	0.870	07/15/2019	10,463,775.00	99.63	10,450,995.03	(12,779.97)	2.09%	1.22	0.99	1.00	NR	AAA
	500,192,520.00				502,886,330.95		500,133,880.17	(2,752,450.78)	99.85%	1.13	1.35	1.38		
VP4560000	743,412.25	WF ADV GOVT MM FD-INSTL	0.00010		743,412.25	1.00	743,412.25	0.00	0.15%	0.01	-	-	Aaa-mf	AAA-m
	500,935,932.25				503,629,743.20		500,877,292.42	(2,752,450.78)	100.00%	1.13	1.35	1.38		

Portfolio NAV 501,237,425.32
Shares 27,667,505.8000
NAV per Shares 18.116466



**BUDGET VS ACTUAL
AS OF JANUARY 31, 2016
33% Elapsed
General Fund
Revenues**

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
001-311-100-000	Ad Valorem Taxes	25,378	236,327	-	311,616	(75,289)	76%
	Ad Valorem Taxes Subtotal	25,378	236,327	-	311,616	(75,289)	76%
001-314-100-000	Electric Utility Tax	22,007	92,304	-	233,000	(140,696)	40%
001-315-100-000	Communications Services	7,329	29,476	-	91,919	(62,443)	32%
001-316-200-000	County Occupational License	123	3,970	-	6,000	(2,030)	66%
	Local Taxes Subtotal	29,460	125,750	-	330,919	(205,169)	38%
001-323-100-000	FPL Franchise Fee	-	37,865	-	200,000	(162,135)	19%
001-323-125-000	Hauler's License Fee	-	1,015	-	-	1,015	NA
001-323-300-000	PBC Water Utility Franchise	630	6,415	-	10,000	(3,585)	64%
001-329-100-000	Planning & Zoning Permit	1,280	4,352	-	7,000	(2,648)	62%
	Permits, Franchise Fees & Special Subtotal	1,910	49,646	-	217,000	(167,354)	23%
001-335-120-000	State Revenue Sharing	6,694	26,778	-	90,890	(64,112)	29%
001-335-180-000	Half Cent Sales Tax	21,267	78,435	-	260,461	(182,026)	30%
	Intergovernmental Revenue Subtotal	27,961	105,212	-	351,351	(246,139)	30%
001-341-000-000	General Government Charges	385	2,340	-	3,000	(660)	78%
001-343-349-000	Cost Recovery Fees	5,032	29,455	-	35,000	(5,545)	84%
	Charges for Services Subtotal	5,417	31,795	-	38,000	(6,205)	84%
001-354-100-000	Code Enforcement Fines	-	-	-	1,000	(1,000)	0%
	Code Enforcement Fines Subtotal	-	-	-	1,000	(1,000)	0%
001-361-100-000	Interest	6	14	-	200	(186)	7%
001-366-100-000	Contributions and Donations Private Sources	-	-	-	7,000	-	-
001-369-000-000	Other Misc Income	-	240	-	300	(60)	80%
	Other Misc Revenue Subtotal	6	254	-	7,500	(246)	3%
001-399-000-000	Transfer from Fund Balance*	-	-	-	150,000	(150,000)	0%
	Other Non-operating Sources Subtotal	-	-	-	150,000	(150,000)	0%
	Grand Total Revenue	90,132	548,984	-	1,407,386	(851,402)	39%



**TOWN OF LOXAHATCHEE GROVES
BUDGET VS ACTUAL
AS OF JANUARY 31, 2016**

33% Elapsed

**General Fund
Expenditures**

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
001-511-310-000	Professional Services	-	-	-	10,400	10,400	0%
001-511-400-000	Travel	1,314	1,910	-	3,000	1,090	64%
001-511-410-000	Communication Services	-	-	-	6,395	6,395	0%
001-511-492-000	Other Operating Expenses	-	-	-	1,500	1,500	0%
001-511-499-000	Other Current Charges - Council Reimbursement	2,500	10,000	-	30,000	20,000	33%
001-511-500-000	Education & Training	-	450	-	1,000	550	45%
001-511-510-000	Office Supplies	466	466	-	500	34	93%
001-511-520-000	Operating Supplies	-	36	-	500	464	7%
001-511-540-000	Books, Publications & Subscriptions	2,607	5,765	-	2,500	(3,265)	231%
001-511-820-000	Special Events/Contributions	935	4,248	-	5,400	1,152	79%
	Legislative Total	7,822	22,874	-	61,195	38,321	37%
001-512-340-000	Other Services	22,920	91,682	-	275,045	183,363	33%
001-512-400-000	Travel	-	96	-	1,500	1,404	6%
001-512-410-000	Communication Services	-	-	-	4,399	4,399	0%
001-512-420-000	Postage & Freight	4	917	-	1,000	83	92%
001-512-490-000	Legal Advertising	-	2,182	-	500	(1,682)	436%
001-512-492-000	Other Operating Expenses	-	500	-	5,044	4,544	10%
001-512-493-000	Election Expense	-	7,883	-	8,010	127	98%
001-512-510-000	Office Supplies	1,126	6,682	-	12,000	5,318	56%
001-512-540-000	Books, Publications & Subscriptions	-	-	-	570	570	0%
	Executive Total	24,050	109,942	-	308,068	198,126	36%
001-513-320-000	Accounting and Auditing	-	-	-	18,000	18,000	0%
001-513-470-000	Printing and Binding	-	-	-	1,396	1,396	0%
001-513-490-000	Legal Advertising	-	1,845	-	2,000	155	92%
001-513-491-000	Computer Services	-	-	-	11,820	11,820	0%
	Financial & Administrative Total	-	1,845	-	33,216	31,371	6%
001-514-310-000	Professional Services	7,014	31,909	-	90,000	58,091	35%
	Legal Total	7,014	31,909	-	90,000	58,091	35%



TOWN OF LOXAHATCHEE GROVES
BUDGET VS ACTUAL
AS OF JANUARY 31, 2016
 33% Elapsed
General Fund
Expenditures

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
001-515-310-000	Professional Services	-	5,300.00	-	40,000	34,700	13%
001-515-340-000	Other Services	6,860	27,438.68	-	82,316	54,877	33%
001-515-343-000	Planning & Zoning Contract	-	3,047.50	-	20,000	16,953	15%
001-515-347-000	Comprehensive Plan	-	-	-	15,000		
001-515-349-000	Cost Recovery Expenditure	4,662	33,956.29	-	35,000	1,044	97%
001-515-490-000	Legal Advertising	427	2,001.60	-	10,000	7,998	20%
	Comprehensive Planning & Zoning Total	11,948	71,744	-	202,316	115,572	35%
001-519-315-000	Special Magistrate	-	345	-	10,000	9,655	3%
001-519-340-000	Other Services	200	3,441	-	1,600	(1,841)	215%
001-519-354-000	Code Compliance	-	-	-	23,000	23,000	0%
001-519-410-000	Communications Services	472	2,863	-	11,100	8,237	26%
001-519-420-000	Utilities	485	1,761	-	10,560	8,799	17%
001-519-440-000	Rentals and Leases	149	1,155	-	10,300	9,145	11%
001-519-450-000	Insurance	1,755	17,221	-	31,000	13,780	56%
001-519-460-000	Repair & Maint - Building	392	2,848	-	4,200	1,352	68%
001-519-490-000	Computer Repair	-	235	-	5,500	5,265	4%
001-519-491-000	Computer Services	147	631	-	7,292	6,661	9%
001-519-494-000	Inspector General Office	-	-	-	5,300	5,300	0%
001-519-620-000	Buildings	3,032	4,167	-	21,410	17,244	19%
001-519-820-000	Loxahatchee Groves CERT	-	50	-	2,000	1,950	2%
001-519-910-000	Transfer to Sanitation Fund	-	-	-	115,583	115,583	0%
001-519-920-000	Transfer to Capital Projects	-	-	-	150,000	150,000	0%
	Other Governmental Services Total	6,632	34,715	-	408,845	374,130	8%
001-521-341-000	Professional Services-PBSO	24,062	96,249	-	288,746	192,497	33%
001-521-342-000	Contractual-ADDL PBSO	-	-	-	10,000	10,000	0%
	Law Enforcement Total	24,062	96,249	-	298,746	202,497	32%
001-539-340-000	Professional Services	-	-	-	5,000	5,000	0%
	Public Works Total	-	-	-	5,000	5,000	0%
	Grand Total Expenditure	81,528	369,279	-	1,407,386	1,023,107	26%
	Net Revenue	8,604	179,705	-	-		



TOWN OF LOXAHATCHEE GROVES
BUDGET VS ACTUAL
AS OF JANUARY 31, 2016
 33% Elapsed
Transportation Fund
Revenues

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
101-312-410-000	1st Local Option Fuel Tax (1 to 6 cent)	20,758	84,442	-	249,245	(164,803)	34%
101-312-420-000	2nd Local Option Fuel Tax (1 to 5 cent)	10,434	40,276	-	117,326	(77,050)	34%
101-399-000-000	Transfer from Fund Balance	-	-	-	1,000,000	(1,000,000)	0%
Total Revenue		31,192	124,718	-	1,366,571	(1,241,853)	9%
Represents consumption of fund balance. This is not true revenue by definition or reflected in GL in transactions							

Transportation Fund
Expenditures

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
101-541-467-000	Traffic Control Signs (6 ct) Maint.	5,874	5,874	-	10,000	4,126	59%
101-541-468-000	Non-District Roads (6 ct) Maint.	68,477	89,531	-	70,507	(19,024)	127%
101-541-469-000	District Roads (6 ct) Maint.	-	-	-	93,738	93,738	0%
101-541-632-000	Special Projects (6 cent)	-	-	-	75,000	75,000	0%
101-541-920-000	Transfer to Capital Projects	-	-	-	1,000,000	1,000,000	0%
101-541-990-000	Transfer to Fund Balance 5ct.	-	-	-	117,326	117,326	0%
Total Expenditure		74,351	95,406	-	1,366,571	1,271,165	7%
Net Revenue		(43,159)	29,312		-		



TOWN OF LOXAHATCHEE GROVES
BUDGET VS ACTUAL
AS OF JANUARY 31, 2016
 33% Elapsed
Capital Improvement Program
Revenues

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
305-363-990-000	Transfer In From General Fund	-	-	-	150,000	(150,000)	0%
305-363-991-000	Contributions from Transportation Fund	-	-	-	1,000,000	(1,000,000)	0%
305-366-100-000	Contributions and Donations Private Sources	-	100,000	-	1,211,741	(1,111,741)	8%
305-399-000-000	Transfer from Fund Balance	-	-	-	168,893	(168,893)	0%
	Total Revenue	-	100,000	-	2,530,634	(2,430,634)	4%

Capital Improvement Program
Expenditures

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
305-541-610-000	Surveying Town Roads	18,717	57,076	-	100,000	42,924	57%
305-541-620-000	OGEM Town Roads - "B" and "D" Roads	-	400	-	1,211,741	-	-
305-541-640-000	Drainage	-	-	-	1,150,000	1,150,000	0%
305-541-650-000	Trails	-	-	-	40,000	40,000	0%
305-541-654-000	Purchase Roads from LGWCD	-	78,544	-	28,893	(49,651)	272%
	Total Expenditure	18,717	136,020	-	2,530,634	1,183,273	5%
	Net Revenue	(18,717)	(36,020)	-	-	-	-



TOWN OF LOXAHATCHEE GROVES
BUDGET VS ACTUAL
AS OF JANUARY 31, 2016
 33% Elapsed
Solid Waste Fund
Revenues

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
405-325-205-000	Solid Waste Assessments	21,454	257,156	-	337,253	(80,097)	76%
405-325-206-000	Discount Fees	(697)	(10,222)	-	(10,118)	(104)	101%
405-343-120-000	SWA Recycling Income	376	840	-	5,500	(4,660)	15%
405-363-990-000	Contributions from General Fund	-	-	-	115,583	(115,583)	0%
	Total Revenue	21,133	247,773	-	448,218	(200,445)	55%

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
405-534-346-000	PBC Administration Fee 1	208	1,376	-	3,373	1,997	41%
405-534-420-000	Postage & Freight	-	-	-	1,078	1,078	0%
405-534-434-000	Solid Waste Contractor	35,720	177,394	-	428,645	251,251	41%
405-534-436-000	Other Sanitation Service	-	-	-	14,622	14,622	0%
405-534-490-000	Legal Advertising	-	700	-	500	(200)	140%
	Total Expenditure	35,928	179,470	-	448,218	268,748	40%
	Net Revenue	(14,795)	68,303		-		

Town of Loxahatchee Groves - Bank Reconciliation
Wells Fargo

For Period Ending 1/31/2016

Beg Bank Acct Balance	1/1/2016	\$3,341,291.50
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Deposits and Other Credits		
Deposits	145,211.29	
Interest	6.19	
		145,217.48

Checks	197,429.20	
Other Withdrawals	-	
		197,429.20

Ending Bank Acct Balance	1/31/2016	\$3,289,079.78
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Total of Outstanding Checks	3,985.17
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Adjusted Acct Balance	\$3,285,094.61
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Outstanding Checks					
Check #	Date Cut	Amount	Check#	Date Cut	Amount
see checks written tab					
Col Total		-			-
Total Outstanding Checks					

Ending Book Bal	\$ 3,285,117.63
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**CHECKS WRITTEN
CLEARED/OUTSTANDING
JANUARY 2016**

Check Number	Check Date	Payee	Amount	Status	O/S Checks	Cleared Checks
6387	05/08/15	Armand	65.00	Cleared	-	65.00
6609	09/24/15	Land Research Management	656.00	Cleared		656.00
6610	09/24/15	Loxahatchee Groves Water Contr	93,738.00	Cleared		93,738.00
6611	09/24/15	Office Depot	305.60	Cleared		305.60
6612	09/24/15	PBSO	24,062.17	Cleared		24,062.17
6613	09/24/15	TGI Office Automation COPIER L	168.11	Cleared		168.11
6614	09/24/15	Ron Jarriel	500.00	Cleared		500.00
6615	09/24/15	David Browning	500.00	Cleared		500.00
6616	09/24/15	Tom Goltzene	500.00	Cleared	-	500.00
6617	09/24/15	Ryan Liang	500.00	Cleared		500.00
6618	09/24/15	Jim Rockett	500.00	Cleared		500.00
6619	09/24/15	Underwood Management Services	29,627.50	Cleared	-	29,627.50
6620	09/24/15	SIRDAR TRUCKING INC	700.00	Cleared	-	700.00
6621	09/24/15	FPL	372.10	Cleared	-	372.10
6622	09/24/15	Pye Barker	190.60	Cleared	-	190.60
6623	09/24/15	Loxahatchee Groves Water Contr	2,950.09	Cleared	-	2,950.09
6624	09/24/15	Philip S. Deming & Associates	1,475.00	Cleared	-	1,475.00
6625	10/15/15	Florida Municipal Ins. Trust	-	VOIDED	-	-
6626	10/15/15	Land Research Management	3,218.75	Cleared		3,218.75
6627	10/15/15	Office Depot	328.57	Cleared		328.57
6628	10/15/15	Palm Beach County League of Ci	1,583.00	Cleared		1,583.00
6629	10/15/15	PBSO	24,062.17	Cleared		24,062.17
6630	10/15/15	TGI Office Automation LOCAL	573.12	Cleared		573.12
6631	10/15/15	Ron Jarriel	500.00	Cleared		500.00
6632	10/15/15	Town of Lantana	900.00	Cleared		900.00
6633	10/15/15	Loxahatchee Groves CERT	12.71	OS	12.71	-
6634	10/15/15	Waste Pro	34,512.50	Cleared		34,512.50
6635	10/15/15	Supervisor of Elections Office	1,736.49	Cleared		1,736.49
6636	10/15/15	David Browning	500.00	Cleared	-	500.00
6637	10/15/15	Tom Goltzene	500.00	Cleared		500.00
6638	10/15/15	Ryan Liang	500.00	Cleared		500.00
6639	10/15/15	Comcast	264.37	Cleared		264.37
6640	10/15/15	Jim Rockett	500.00	Cleared		500.00
6641	10/15/15	Underwood Management Services	-	VOIDED		-
6642	10/15/15	Keshavarz & Associates	1,172.50	Cleared		1,172.50
6643	10/15/15	Simmons & White, Inc.	525.00	Cleared		525.00
6644	10/15/15	Beverly Kuipers	111.15	Cleared		111.15
6645	10/15/15	Wells Fargo Business Card	2,900.19	Cleared		2,900.19
6646	10/15/15	CMG - PB Remittance Address	68.80	Cleared		68.80
6647	10/15/15	Armand	200.00	Cleared		200.00
6648	10/15/15	FPL	354.82	Cleared		354.82
6649	10/15/15	Palm Beach County Water Utilities Departme	99.95	Cleared		99.95
6650	10/15/15	Coverall North America, Inc.	350.00	Cleared		350.00
6651	10/15/15	Professional Video Repair	892.97	Cleared		892.97
6652	10/15/15	Tylanders Office Soutlions	163.12	Cleared		163.12
6653	10/15/15	Gutter Direct	1,850.00	Cleared		1,850.00
6654	10/15/15	Florida League of Cities	389.00	Cleared		389.00
6655	10/15/15	Loxahatchee Groves CERT	37.13	Cleared	-	37.13
6656	10/15/15	Wells Fargo Business Card	147.00	Cleared		147.00
6657	10/15/15	Florida Municipal Ins. Trust	7,732.75	Cleared		7,732.75
6658	10/20/15	Goren, Cherof, Doody & Ezrol,	5,091.60	Cleared		5,091.60
6659	10/22/15	Underwood Management Services	29,780.11	Cleared		29,780.11
6660	11/05/15	Office Depot	93.02	Cleared		93.02
6661	11/05/15	TGI Office Automation COPIER L	168.11	Cleared		168.11
6662	11/05/15	El Latino Semanal	224.00	Cleared		224.00
6663	11/05/15	Goren, Cherof, Doody & Ezrol,	7,797.40	Cleared		7,797.40
6664	11/05/15	Supervisor of Elections Office	1,673.76	Cleared		1,673.76
6665	11/05/15	Comcast	264.36	Cleared		264.36
6666	11/05/15	Keshavarz & Associates	7,797.50	Cleared		7,797.50
6667	11/05/15	Janet Whipple	234.99	Cleared		234.99
6668	11/05/15	CMG - PB Remittance Address	5,203.53	Cleared		5,203.53
6669	11/05/15	William Underwood	96.49	Cleared		96.49
6670	11/05/15	Armand	65.00	Cleared		65.00
6671	11/05/15	Coverall North America, Inc.	350.00	Cleared		350.00
6672	11/05/15	Embassy Suite Orlando	298.00	Cleared		298.00
6673	11/05/15	Town-Crier Newspaper	252.00	Cleared		252.00

**CHECKS WRITTEN
CLEARED/OUTSTANDING
JANUARY 2016**

Check Number	Check Date	Payee	Amount	Status	O/S Checks	Cleared Checks
6674	11/05/15	Equestrian Services International LLC	200.00	Cleared		200.00
6675	11/05/15	Information Systems Services	770.00	OS	770.00	
6676	11/05/15	Embassy Suite Orlando	298.00	Cleared		298.00
6677	11/17/15	Land Research Management	6,981.25	Cleared		6,981.25
6678	11/17/15	Loxahatchee Groves Water Contr	-	VOIDED	-	
6679	11/17/15	Office Depot	129.33	Cleared		129.33
6680	11/17/15	PBSO	24,062.17	Cleared		24,062.17
6681	11/17/15	Waste Pro	35,720.44	Cleared		35,720.44
6682	11/17/15	Beverly Kuipers	17.84	Cleared	-	17.84
6683	11/17/15	Wells Fargo Business Card	610.30	Cleared		610.30
6684	11/17/15	CMG - PB Remittance Address	313.04	Cleared		313.04
6685	11/17/15	Armand	200.00	Cleared		200.00
6686	11/17/15	FPL	349.13	Cleared		349.13
6687	11/17/15	Palm Beach County Water Utilities Departme	102.04	Cleared		102.04
6688	11/17/15	Rajendran Naidoo	20.00	Cleared	-	20.00
6689	11/17/15	Sharon R. Bock, Clerk and Comptroller	500.00	Cleared	-	500.00
6690	11/17/15	Wells Fargo Business Card	2,087.68	Cleared		2,087.68
6691	11/17/15	Florida Department of Environmental Protecti	400.00	Cleared	-	400.00
6692	11/18/15	Loxahatchee Groves Water Contr	29,946.91	Cleared		29,946.91
6693	11/18/15	Ron Jarriel	500.00	Cleared		500.00
6694	11/18/15	David Browning	500.00	Cleared	-	500.00
6695	11/18/15	Tom Goltzene	500.00	Cleared		500.00
6696	11/18/15	Ryan Liang	500.00	Cleared	-	500.00
6697	11/18/15	Jim Rockett	500.00	Cleared		500.00
6698	11/18/15	Underwood Management Services	29,780.11	Cleared		29,780.11
6699	12/09/15	Card Expressions	712.07	Cleared		712.07
6700	12/09/15	Land Research Management	5,897.97	Cleared		5,897.97
6701	12/09/15	Loxahatchee Groves Water Contr	51,032.28	Cleared		51,032.28
6702	12/09/15	TGI Office Automation LOCAL	583.51	Cleared		583.51
6703	12/09/15	TGI Office Automation COPIER L	175.56	Cleared		175.56
6704	12/09/15	WBI Contracting of Palm Beach	1,047.00	Cleared		1,047.00
6705	12/09/15	Goren, Cherof, Doody & Ezrol,	7,008.85	Cleared		7,008.85
6706	12/09/15	Waste Pro	35,720.44	Cleared		35,720.44
6707	12/09/15	Comcast	264.36	Cleared		264.36
6708	12/09/15	Keshavarz & Associates	14,977.40	Cleared		14,977.40
6709	12/09/15	Simmons & White, Inc.	425.00	Cleared		425.00
6710	12/09/15	Florida Elections Commission	240.00	Cleared		240.00
6711	12/09/15	Wells Fargo Business Card	747.00	Cleared		747.00
6712	12/09/15	CMG - PB Remittance Address	1,652.00	Cleared		1,652.00
6713	12/09/15	L&K PROPERTY MANAGEMENT	600.00	Cleared		600.00
6714	12/09/15	Armand	200.00	Cleared		200.00
6715	12/09/15	Palm Beach County Water Utilities Departme	103.91	Cleared		103.91
6716	12/09/15	Coverall North America, Inc.	350.00	Cleared		350.00
6717	12/09/15	Town-Crier Newspaper	126.00	Cleared		126.00
6718	12/09/15	Albeitar Veterinary inc.	20.00	OS	20.00	-
6719	12/09/15	Palm Beach Aggregates, LLC	1,523.64	Cleared		1,523.64
6720	12/09/15	Wells Fargo Business Card	674.20	Cleared		674.20
6721	12/18/15	Florida Municipal Ins. Trust	7,732.75	Cleared		7,732.75
6722	12/18/15	Land Research Management	1,156.25	Cleared		1,156.25
6723	12/18/15	Office Depot	467.97	Cleared		467.97
6724	12/18/15	Caldwell Pacetti Edwards Schoe	345.49	Cleared		345.49
6725	12/18/15	PBSO	24,062.17	Cleared		24,062.17
6726	12/18/15	TGI Office Automation LOCAL	244.78	Cleared		244.78
6727	12/18/15	Ron Jarriel	500.00	Cleared		500.00
6728	12/18/15	David Browning	500.00	Cleared		500.00
6729	12/18/15	Tom Goltzene	500.00	Cleared		500.00
6730	12/18/15	Ryan Liang	500.00	Cleared		500.00
6731	12/18/15	Jim Rockett	500.00	Cleared		500.00
6732	12/18/15	Underwood Management Services	29,780.11	Cleared		29,780.11
6733	12/18/15	Palm Beach Post - Subscription	286.00	Cleared		286.00
6734	12/18/15	CMG - PB Remittance Address	147.92	Cleared		147.92
6735	12/18/15	FPL	365.89	Cleared		365.89
6736	12/18/15	VOID	-	Cleared		-
6737	01/07/16	Loxahatchee Groves Water Contr	5,933.34	Cleared		5,933.34
6738	01/07/16	Office Depot	189.87	Cleared		189.87
6739	01/07/16	Goren, Cherof, Doody & Ezrol,	7,546.45	Cleared		7,546.45

**CHECKS WRITTEN
CLEARED/OUTSTANDING
JANUARY 2016**

Check Number	Check Date	Payee	Amount	Status	O/S Checks	Cleared Checks
6740	01/07/16	Waste Pro	35,720.44	Cleared		35,720.44
6741	01/07/16	Supervisor of Elections Office	1,398.50	Cleared		1,398.50
6742	01/07/16	Comcast	267.98	Cleared		267.98
6743	01/07/16	Keshavarz & Associates	47,626.66	Cleared		47,626.66
6744	01/07/16	Armand	265.00	Cleared		265.00
6745	01/07/16	IPFone	104.10	Cleared		104.10
6746	01/07/16	Coverall North America, Inc.	350.00	Cleared		350.00
6747	01/07/16	Jim Gribble	2,250.00	Cleared		2,250.00
6748	01/07/16	Excelsa Gardens Inc.	1,260.50	Cleared		1,260.50
6749	01/07/16	Professional Services Group	3,192.86	Cleared		3,192.86
6750	01/07/16	Doubletree Hotel Tallahassee	2,244.00	Cleared		2,244.00
6751	01/08/16	Ron Jarriel	121.00	Cleared		121.00
6752	01/08/16	David Browning	121.00	Cleared		121.00
6753	01/08/16	Tom Goltzene	121.00	Cleared		121.00
6754	01/08/16	Wells Fargo Business Card	3,725.86	Cleared		3,725.86
6755	01/08/16	Palm Beach County Water Utilities Departme	107.63	Cleared		107.63
6756	01/08/16	Wells Fargo Business Card	1,318.94	Cleared		1,318.94
6757	01/21/16	AT&T	9.42	Cleared		9.42
6758	01/21/16	Loxahatchee Groves Water Contr	126.87	Cleared		126.87
6759	01/21/16	Office Depot	148.80	Cleared		148.80
6760	01/21/16	PBSO	24,062.17	Cleared		24,062.17
6761	01/21/16	Ron Jarriel	874.69	Cleared		874.69
6762	01/21/16	David Browning	500.00	OS	500.00	-
6763	01/21/16	Tom Goltzene	874.69	Cleared		874.69
6764	01/21/16	Ryan Liang	500.00	OS	500.00	-
6765	01/21/16	Jim Rockett	500.00	OS	500.00	-
6766	01/21/16	Underwood Management Services	29,780.11	Cleared		29,780.11
6767	01/21/16	Britco Sign Manufacturing Inc.	4,964.40	Cleared		4,964.40
6768	01/21/16	Beverly Kuipers	187.31	OS	187.31	-
6769	01/21/16	CMG - PB Remittance Address	288.96	Cleared		288.96
6770	01/21/16	FPL	377.27	Cleared		377.27
6771	01/21/16	Palm Beach Aggregates, LLC	2,536.68	Cleared		2,536.68
6772	01/21/16	Chris Weber and Ronald Cravens	1,482.15	OS	1,482.15	-
6773	01/21/16	Brianne Goutal and Romain Marteau	13.00	OS	13.00	-
6774	01/21/16	Nancy C. Drysdale	1,995.61	Cleared		1,995.61
		Total Checks Written In January 2016	183,087.26			<u>3,985.17</u>
		Checks Cleared In January 2016	<u>197,429.20</u>			

**LOXAHATCHEE GROVES
DEPOSIT DETAILS**

REVENUES AND OTHER FUNDS RECEIVED IN JANUARY 2016

Period Applied	Date Posted	Description	Account	Amount
GENERAL FUND				
	01/26/16	CR-7th Day Adventists	001-223-122-000	6,000.00
	01/26/16	CR-7th Day Adventists	001-223-122-000	2,000.00
	01/13/16	PBC Property Taxes	001-311-100-000	25,260.18
	01/27/16	PBC Property Taxes	001-311-100-000	117.61
	01/15/16	FPL	001-314-100-000	21,626.55
	01/19/16	Amerigas	001-314-100-000	131.49
	01/19/16	FPU	001-314-100-000	22.00
	01/26/16	Amerigas	001-314-100-000	227.17
	01/25/16	CST January 2016	001-315-100-000	7,329.24
	01/13/16	Business Tax	001-316-200-000	103.11
	01/19/16	BTR	001-316-200-000	20.00
	01/19/16	PBC Water	001-323-300-000	630.41
	01/19/16	Permits	001-329-100-000	120.00
	01/19/16	Permits January	001-329-100-000	740.00
	01/26/16	Permits January	001-329-100-000	420.00
	01/22/16	State Revenue Sharing January 2016	001-335-120-000	6,694.41
	01/25/16	January 2016 Sales Tax Distribution	001-335-180-000	21,266.55
	01/19/16	Lien Requests	001-341-000-000	60.00
	01/19/16	Foreclosures	001-341-000-000	225.00
	01/26/16	Lien Requests	001-341-000-000	100.00
				93,093.72
ROAD FUND				
	01/25/16	January 2016 Gas Tax Distribution	101-312-410-000	20,758.06
	01/25/16	January 2016 Gas Tax Distribution	101-312-420-000	10,434.29
				31,192.35
CAPITAL PROJECTS FUND				
				-
SANITATION FUND				
	01/13/16	PBC SW Assessment	405-325-205-000	21,453.71
	01/13/16	PBC SW Assessment	405-325-206-000	(696.72)
	01/19/16	Solid Waste Fee	405-343-120-000	375.80
	01/13/16	PBC SW Assessment	405-534-346-000	(207.57)
				20,925.22
		TOTAL DEPOSITED IN January 2016		145,211.29

**TOWN OF LOXAHATCHEE GROVES
EXPENSES DETAIL
JANUARY 2016**

Check #	Date	Vendor Name/Description	Account Charged	Item Amount	Check Total	001	101	305	405
6737	01/07/16	Loxahatchee Groves Water Contr	101-541-468	\$ 2,121.62	\$ 5,933.34		\$ 2,121.62		
6737	01/07/16	Loxahatchee Groves Water Contr	101-541-468	\$ 3,811.72			\$ 3,811.72		
6738	01/07/16	Office Depot	001-512-510	\$ 109.70	\$ 189.87	\$ 109.70			
6738	01/07/16	Office Depot	001-512-510	\$ 58.58		\$ 58.58			
6738	01/07/16	Office Depot	001-512-510	\$ 21.59		\$ 21.59			
6739	01/07/16	Goren, Cherof, Doody & Ezrol,	001-515-349	\$ 314.50	\$ 7,546.45	\$ 314.50			
6739	01/07/16	Goren, Cherof, Doody & Ezrol,	001-514-310	\$ 7,231.95		\$ 7,231.95			
6740	01/07/16	Waste Pro	405-534-434	\$ 35,720.44	\$ 35,720.44				\$ 35,720.44
6741	01/07/16	Supervisor of Elections Office	001-512-493	\$ 1,398.50	\$ 1,398.50	\$ 1,398.50			
6742	01/07/16	Comcast	001-519-410	\$ 267.98	\$ 267.98	\$ 267.98			
6743	01/07/16	Keshavarz & Associates	305-541-654	\$ 505.00	\$ 47,626.66			\$ 505.00	
6743	01/07/16	Keshavarz & Associates	101-541-468	\$ 4,045.00			\$ 4,045.00		
6743	01/07/16	Keshavarz & Associates	305-541-610	\$ 925.00				\$ 925.00	
6743	01/07/16	Keshavarz & Associates	001-515-349	\$ 1,290.00		\$ 1,290.00			
6743	01/07/16	Keshavarz & Associates	305-541-610	\$ 37,434.16				\$ 37,434.16	
6743	01/07/16	Keshavarz & Associates	001-515-349	\$ 3,427.50		\$ 3,427.50			
6744	01/07/16	Armand	001-519-340	\$ 265.00	\$ 265.00	\$ 265.00			
6745	01/07/16	IPFone	001-519-410	\$ 104.10	\$ 104.10	\$ 104.10			
6746	01/07/16	Coverall North America, Inc.	001-519-460	\$ 350.00	\$ 350.00	\$ 350.00			
6747	01/07/16	Jim Gribble	001-511-820	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00			
6748	01/07/16	Excelsa Gardens Inc.	001-519-340	\$ 1,260.50	\$ 1,260.50	\$ 1,260.50			
6749	01/07/16	Professional Services Group	101-541-468	\$ 3,192.86	\$ 3,192.86		\$ 3,192.86		
6750	01/07/16	Doubletree Hotel Tallahassee	001-511-540	\$ 2,244.00	\$ 2,244.00	\$ 2,244.00			
6751	01/08/16	Ron Jarriel	001-511-540	\$ 121.00	\$ 121.00	\$ 121.00			
6752	01/08/16	David Browning	001-511-540	\$ 121.00	\$ 121.00	\$ 121.00			
6753	01/08/16	Tom Goltzene	001-511-540	\$ 121.00	\$ 121.00	\$ 121.00			
6754	01/08/16	Wells Fargo Business Card	001-519-620	\$ 3,031.50	\$ 3,725.86	\$ 3,031.50			
6754	01/08/16	Wells Fargo Business Card	001-512-510	\$ 20.06		\$ 20.06			
6754	01/08/16	Wells Fargo Business Card	001-512-510	\$ 29.77		\$ 29.77			
6754	01/08/16	Wells Fargo Business Card	001-511-820	\$ 28.36		\$ 28.36			
6754	01/08/16	Wells Fargo Business Card	001-511-510	\$ 466.00		\$ 466.00			
6754	01/08/16	Wells Fargo Business Card	001-519-491	\$ 147.00		\$ 147.00			
6754	01/08/16	Wells Fargo Business Card	001-512-510	\$ 3.17		\$ 3.17			
6755	01/08/16	Palm Beach County Water Utilities Department	001-519-420	\$ 107.63	\$ 107.63	\$ 107.63			
6756	01/08/16	Wells Fargo Business Card	001-512-510	\$ 259.00	\$ 1,318.94	\$ 259.00			
6756	01/08/16	Wells Fargo Business Card	001-511-820	\$ 907.00		\$ 907.00			
6756	01/08/16	Wells Fargo Business Card	001-512-420	\$ 3.94		\$ 3.94			
6756	01/08/16	Wells Fargo Business Card	001-519-440	\$ 149.00		\$ 149.00			
6757	01/21/16	AT&T	001-519-410	\$ 9.42	\$ 9.42	\$ 9.42			
6758	01/21/16	Loxahatchee Groves Water Contr	101-541-468	\$ 126.87	\$ 126.87	\$ 126.87			
6759	01/21/16	Office Depot	001-512-510	\$ 55.74	\$ 148.80	\$ 55.74			

**TOWN OF LOXAHATCHEE GROVES
EXPENSES DETAIL
JANUARY 2016**

Check #	Date	Vendor Name/Description	Account Charged	Item Amount	Check Total	001	101	305	405
6759	01/21/16	Office Depot	001-512-510	\$ 25.64		\$ 25.64			
6759	01/21/16	Office Depot	001-512-510	\$ 67.42		\$ 67.42			
6760	01/21/16	PBSO	001-521-341	\$ 24,062.17	\$ 24,062.17	\$ 24,062.17			
6761	01/21/16	Ron Jarriel	001-511-499	\$ 500.00	\$ 874.69	\$ 500.00			
6761	01/21/16	Ron Jarriel	001-511-400	\$ 374.69		\$ 374.69			
6762	01/21/16	David Browning	001-511-499	\$ 500.00	\$ 500.00	\$ 500.00			
6763	01/21/16	Tom Goltzene	001-511-499	\$ 500.00	\$ 874.69	\$ 500.00			
6763	01/21/16	Tom Goltzene	001-511-400	\$ 374.69		\$ 374.69			
6764	01/21/16	Ryan Liang	001-511-499	\$ 500.00	\$ 500.00	\$ 500.00			
6765	01/21/16	Jim Rockett	001-511-499	\$ 500.00	\$ 500.00	\$ 500.00			
6766	01/21/16	Underwood Management Services	001-512-340	\$ 22,920.44	\$ 29,780.11	\$ 22,920.44			
6766	01/21/16	Underwood Management Services	001-515-340	\$ 6,859.67		\$ 6,859.67			
6767	01/21/16	Britco Sign Manufacturing Inc.	101-541-467	\$ 4,964.40	\$ 4,964.40		\$ 4,964.40		
6768	01/21/16	Beverly Kuipers	001-519-460	\$ 42.32	\$ 187.31	\$ 42.32			
6768	01/21/16	Beverly Kuipers	001-512-510	\$ 144.99		\$ 144.99			
6769	01/21/16	CMG - PB Remittance Address	001-515-490	\$ 288.96	\$ 288.96	\$ 288.96			
6770	01/21/16	FPL	001-519-420	\$ 377.27	\$ 377.27	\$ 377.27			
6771	01/21/16	Palm Beach Aggregates, LLC	101-541-468	\$ 2,536.68	\$ 2,536.68		\$ 2,536.68		
6772	01/21/16	Weber/Craven	001-515-349	\$ 1,482.15	\$ 1,482.15	\$ 1,482.15			
6773	01/21/16	Marteau	001-515-349	\$ 13.00	\$ 13.00	\$ 13.00			
6774	01/21/16	Mrs. Nancy Drysdale	001-515-349	\$ 1,995.61	\$ 1,995.61	\$ 1,995.61			
\$ 183,087.26						\$ 87,830.38	\$ 20,672.28	\$ 38,864.16	\$ 35,720.44

\$ 123,550.82

**TOWN OF LOXAHATCHEE GROVES
BALANCE SHEET
AS OF JANUARY 31, 2016**

001 GENERAL FUND

Account Number	Description	Amount
001-101-100-000	Wells Fargo Bank Account	975,553.39
001-115-000-000	Accounts Receivable	-
001-131-001-000	Due To/From General Fund	(245,764.67)
001-155-000-000	Prepaid Items	25,398.75
Total Asset		<u>755,187.47</u>
001-202-000-000	Accounts Payable	126,907.42
001-220-000-000	Deposit on Building Permits	299.28
001-223-101-000	CR-Loxahatchee Groves Commons	(12,187.37)
001-223-102-000	CR-Solar Sport	(2,435.65)
001-223-103-000	CR-Day Property	-
001-223-104-000	CR-Community of Hope	-
001-223-105-000	CR-Carlson Farms	2,326.25
001-223-109-000	CR-Palm Bch State College	783.09
001-223-111-000	CR- Valley Crest	(55.51)
001-223-112-000	CR-FMM 1, LLC	(1,269.15)
001-223-113-000	CR- Novos Valencia	(3,937.52)
001-223-114-000	CR- Big Dog	(3,771.00)
001-223-115-000	CR- Drysdale	(1,701.46)
001-223-116-000	CR- YEE Corporation	3,963.75
001-223-117-000	CR-Day Property NEW	-
001-223-118-000	CR-Atlantic SP	(4,374.62)
001-223-119-000	CR-Pimentel Tree Mitigation	67.50
001-223-120-000	CR-Seth Briers	5,800.00
001-223-121-000	CR-Day Site Plan	(160.00)
001-223-122-000	CR-Seventh Day	10,718.75
001-223-123-000	CR- A Cut Above	2,345.75
001-223-124-000	CR-DDS & Hill	1,294.25
001-223-125-000	CR- 162nd Drive North, LLD	500.00
001-223-126-000	CR-Meadowlands	11,124.00
001-223-127-000	CR-Craven/Weber Variance	(2,092.35)
001-223-128-000	CR-Marteau Land Clearing	(2,000.00)
001-223-131-000	CR-Marteau Tree Mitigation	23,672.00
Total Liability		<u>155,817.41</u>
001-271-000-000	Fund Balance	419,664.70
Excess Revenue over (under) Expenditures		<u>179,705.36</u>
Total Fund Balance		599,370.06

Total Liabilities and Fund Balance	<u>755,187.47</u>
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101 TRANSPORTATION FUND

Account Number	Description	Amount
101-101-100-000	Wells Fargo - Road Fund	1,046,176.79
101-131-000-001	Due To/From General Fund	<u>221,751.43</u>
Total Asset		<u>1,267,928.22</u>

101-202-000-000	Accounts Payable	<u>-</u>
Total Liability		-

101-270-005-000	Five Cent Fund Balance	297,948.46
101-270-006-000	Six Cent Fund Balance	464,191.00
101-271-000-000	Fund Balance	<u>476,476.73</u>

Excess Revenue over (under) Expenditures	<u>29,312.03</u>
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Total Fund Balance	<u>1,267,928.22</u>
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Total Liabilities and Fund Balance	<u>1,267,928.22</u>
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305 CAPITAL IMPROVEMENTS FUND

Account Number	Description	Amount
305-101-100-000	Wells Fargo - Cap Improvements	1,224,427.87
305-131-000-001	Due To/From General Fund	<u>(29,328.24)</u>
Total Asset		<u>1,195,099.63</u>

305-202-000-000	Accounts Payable	-
Total Liability		<u>-</u>

305-271-000-000	Fund Balance	<u>1,231,119.87</u>
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Excess Revenue over (under) Expenditures	<u>(36,020.24)</u>
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Total Fund Balance	<u>1,195,099.63</u>
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Total Liabilities and Fund Balance 1,195,099.63

405 SANITATION FUND

Account Number	Description	Amount
405-101-100-000	Wells Fargo - Sanitation Fund	38,959.58
405-131-000-001	Due To/From General Fund	<u>53,341.48</u>
Total Asset		<u>92,301.06</u>
405-202-000-000	Accounts Payable	-
Total Liability		<u>-</u>
405-271-000-000	Fund Balance	23,997.79
Excess Revenue over (under) Expenditures		<u>68,303.27</u>
Total Fund Balance		<u>92,301.06</u>
Total Liabilities and Fund Balance		<u>92,301.06</u>



**BUDGET VS ACTUAL
AS OF FEBRUARY 29, 2016**

42% Elapsed

**General Fund
Revenues**

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
001-311-100-000	Ad Valorem Taxes	15,589	251,916	-	311,616	(59,700)	81%
	Ad Valorem Taxes Subtotal	15,589	251,916	-	311,616	(59,700)	81%
001-314-100-000	Electric Utility Tax	17,435	134,306	-	233,000	(98,694)	58%
001-315-100-000	Communications Services	7,868	44,482	-	91,919	(47,437)	48%
001-316-200-000	County Occupational License	226	4,196	-	6,000	(1,804)	70%
	Local Taxes Subtotal	25,529	182,985	-	330,919	(147,934)	55%
001-323-100-000	FPL Franchise Fee	34,700	94,379	-	200,000	(105,621)	47%
001-323-125-000	Hauler's License Fee	-	1,015	-	-	1,015	NA
001-323-300-000	PBC Water Utility Franchise	2,943	12,018	-	10,000	2,018	120%
001-329-100-000	Planning & Zoning Permit	1,183	5,535	-	7,000	(1,465)	79%
	Permits, Franchise Fees & Special Subtotal	38,827	112,947	-	217,000	(104,053)	52%
001-335-120-000	State Revenue Sharing	6,694	40,167	-	90,890	(50,723)	44%
001-335-180-000	Half Cent Sales Tax	25,266	121,156	-	260,461	(139,305)	47%
	Intergovernmental Revenue Subtotal	31,961	161,322	-	351,351	(190,029)	46%
001-341-000-000	General Government Charges	450	2,790	-	3,000	(210)	93%
001-343-349-000	Cost Recovery Fees	11,609	41,748	-	35,000	6,748	119%
	Charges for Services Subtotal	12,059	44,538	-	38,000	6,538	117%
001-354-100-000	Code Enforcement Fines	-	-	-	1,000	(1,000)	0%
	Code Enforcement Fines Subtotal	-	-	-	1,000	(1,000)	0%
001-361-100-000	Interest	8	21	-	200	(179)	11%
001-366-100-000	Contributions and Donations Private Sources	-	-	-	7,000	-	-
001-369-000-000	Other Misc Income	-	240	-	300	(60)	80%
	Other Misc Revenue Subtotal	8	261	-	7,500	(239)	3%
001-399-000-000	Transfer from Fund Balance*	-	-	-	150,000	(150,000)	0%
	Other Non-operating Sources Subtotal	-	-	-	150,000	(150,000)	0%
	Grand Total Revenue	123,972	753,970	-	1,407,386	(646,416)	54%



**TOWN OF LOXAHATCHEE GROVES
BUDGET VS ACTUAL
AS OF FEBRUARY 29, 2016**

42% Elapsed

**General Fund
Expenditures**

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
001-511-310-000	Professional Services	-	-	-	10,400	10,400	0%
001-511-400-000	Travel	-	1,910	-	3,000	1,090	64%
001-511-410-000	Communication Services	-	-	-	6,395	6,395	0%
001-511-492-000	Other Operating Expenses	-	-	-	1,500	1,500	0%
001-511-499-000	Other Current Charges - Council Reimbursement	2,500	12,500	-	30,000	17,500	42%
001-511-500-000	Education & Training	-	450	-	1,000	550	45%
001-511-510-000	Office Supplies	19	485	-	500	15	97%
001-511-520-000	Operating Supplies	-	36	-	500	464	7%
001-511-540-000	Books, Publications & Subscriptions	-	5,765	-	2,500	(3,265)	231%
001-511-820-000	Special Events/Contributions	-	4,248	-	5,400	1,152	79%
	Legislative Total	2,519	25,393	-	61,195	35,802	41%
001-512-340-000	Other Services	22,920	114,602	-	275,045	160,443	42%
001-512-400-000	Travel	-	96	-	1,500	1,404	6%
001-512-410-000	Communication Services	-	-	-	4,399	4,399	0%
001-512-420-000	Postage & Freight	12	930	-	1,000	70	93%
001-512-490-000	Legal Advertising	-	2,182	-	500	(1,682)	436%
001-512-492-000	Other Operating Expenses	-	500	-	5,044	4,544	10%
001-512-493-000	Election Expense	112	7,994	-	8,010	16	100%
001-512-510-000	Office Supplies	1,369	8,051	-	12,000	3,949	67%
001-512-540-000	Books, Publications & Subscriptions	-	-	-	570	570	0%
	Executive Total	24,414	134,356	-	308,068	173,712	44%
001-513-320-000	Accounting and Auditing	-	-	-	18,000	18,000	0%
001-513-470-000	Printing and Binding	-	-	-	1,396	1,396	0%
001-513-490-000	Legal Advertising	-	1,845	-	2,000	155	92%
001-513-491-000	Computer Services	-	-	-	11,820	11,820	0%
	Financial & Administrative Total	-	1,845	-	33,216	31,371	6%
001-514-310-000	Professional Services	5,685	37,594	-	90,000	52,406	42%
	Legal Total	5,685	37,594	-	90,000	52,406	42%



TOWN OF LOXAHATCHEE GROVES
BUDGET VS ACTUAL
AS OF FEBRUARY 29, 2016
 42% Elapsed
General Fund
Expenditures

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
001-515-310-000	Professional Services	4,720	10,020.00	-	40,000	29,980	25%
001-515-340-000	Other Services	6,860	34,298.35	-	82,316	48,018	42%
001-515-343-000	Planning & Zoning Contract	780	3,827.54	-	20,000	16,172	19%
001-515-347-000	Comprehensive Plan	-	-	-	15,000		
001-515-349-000	Cost Recovery Expenditure	7,062	42,073.07	-	35,000	(7,073)	120%
001-515-490-000	Legal Advertising	-	2,001.60	-	10,000	7,998	20%
	Comprehensive Planning & Zoning Total	19,422	92,221	-	202,316	95,095	46%
001-519-315-000	Special Magistrate	-	345	-	10,000	9,655	3%
001-519-340-000	Other Services	515	3,956	-	1,600	(2,356)	247%
001-519-354-000	Code Compliance	-	-	-	23,000	23,000	0%
001-519-410-000	Communications Services	587	3,450	-	11,100	7,650	31%
001-519-420-000	Utilities	405	2,166	-	10,560	8,394	21%
001-519-440-000	Rentals and Leases	836	1,991	-	10,300	8,309	19%
001-519-450-000	Insurance	-	17,221	-	31,000	13,780	56%
001-519-460-000	Repair & Maint - Building	350	3,198	-	4,200	1,002	76%
001-519-490-000	Computer Repair	2,004	2,239	-	5,500	3,261	41%
001-519-491-000	Computer Services	1,050	1,681	-	7,292	5,611	23%
001-519-494-000	Inspector General Office	-	-	-	5,300	5,300	0%
001-519-620-000	Buildings	-	4,167	-	21,410	17,244	19%
001-519-820-000	Loxahatchee Groves CERT	-	50	-	2,000	1,950	2%
001-519-910-000	Transfer to Sanitation Fund	-	-	-	115,583	115,583	0%
001-519-920-000	Transfer to Capital Projects	-	-	-	150,000	150,000	0%
	Other Governmental Services Total	5,747	40,462	-	408,845	368,383	10%
001-521-341-000	Professional Services-PBSO	24,062	120,311	-	288,746	168,435	42%
001-521-342-000	Contractual-ADDL PBSO	1,302	1,302	-	10,000	8,698	13%
	Law Enforcement Total	25,364	121,613	-	298,746	177,133	41%
001-539-340-000	Professional Services	-	-	-	5,000	5,000	0%
	Public Works Total	-	-	-	5,000	5,000	0%
	Grand Total Expenditure	83,151	453,484	-	1,407,386	938,902	32%
	Net Revenue	40,821	300,486	-	-		



TOWN OF LOXAHATCHEE GROVES
BUDGET VS ACTUAL
AS OF FEBRUARY 29, 2016
 42% Elapsed
Transportation Fund
Revenues

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
101-312-410-000	1st Local Option Fuel Tax (1 to 6 cent)	21,526	127,155	-	249,245	(122,090)	51%
101-312-420-000	2nd Local Option Fuel Tax (1 to 5 cent)	9,498	59,718	-	117,326	(57,608)	51%
101-399-000-000	Transfer from Fund Balance	-	-	-	1,000,000	(1,000,000)	0%
	Total Revenue	31,024	186,873	-	1,366,571	(1,179,698)	14%
Represents consumption of fund balance. This is not true revenue by definition or reflected in GL in transactions							

Transportation Fund
Expenditures

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
101-541-467-000	Traffic Control Signs (6 ct) Maint.	(910)	4,964	-	10,000	5,036	50%
101-541-468-000	Non-District Roads (6 ct) Maint.	(26,012)	63,519	-	70,507	6,988	90%
101-541-469-000	District Roads (6 ct) Maint.	-	-	-	93,738	93,738	0%
101-541-632-000	Special Projects (6 cent)	-	-	-	75,000	75,000	0%
101-541-920-000	Transfer to Capital Projects	-	-	-	1,000,000	1,000,000	0%
101-541-990-000	Transfer to Fund Balance 5ct.	-	-	-	117,326	117,326	0%
	Total Expenditure	(26,922)	68,483	-	1,366,571	1,298,088	5%
	Net Revenue	57,947	118,390		-		



TOWN OF LOXAHATCHEE GROVES
BUDGET VS ACTUAL
AS OF FEBRUARY 29, 2016
 42% Elapsed
Solid Waste Fund
Revenues

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
405-325-205-000	Solid Waste Assessments	15,155	272,310	-	337,253	(64,943)	81%
405-325-206-000	Discount Fees	(380)	(10,603)	-	(10,118)	(485)	105%
405-343-120-000	SWA Recycling Income	-	840	-	5,500	(4,660)	15%
405-363-990-000	Contributions from General Fund	-	-	-	115,583	(115,583)	0%
	Total Revenue	14,774	262,548	-	448,218	(185,670)	59%

Account Number	Account	Month to Date	Year to Date	Encumbrance	Annual Budget	Annual Variance	% Used
405-534-346-000	PBC Administration Fee 1	148	1,524	-	3,373	1,849	45%
405-534-420-000	Postage & Freight	-	-	-	1,078	1,078	0%
405-534-434-000	Solid Waste Contractor	35,720	213,115	-	428,645	215,530	50%
405-534-436-000	Other Sanitation Service	-	-	-	14,622	14,622	0%
405-534-490-000	Legal Advertising	-	700	-	500	(200)	140%
	Total Expenditure	35,868	215,338	-	448,218	232,880	48%
	Net Revenue	(21,094)	47,209		-		

Note: YTD Fines credited to Service Provider invoicing - \$8000.00

Town of Loxahatchee Groves - Bank Reconciliation Wells Fargo

For Period Ending 2/29/2016

Beg Bank Acct Balance	2/1/2016	\$3,289,079.78
Deposits and Other Credits		
Deposits	161,498.86	
Interest	7.85	
		161,506.71
Checks	221,153.79	
Other Withdrawals	-	
		221,153.79
Ending Bank Acct Balance	2/29/2016	\$3,229,432.70

Total of Outstanding Checks	2,235.71
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Adjusted Acct Balance	\$3,227,196.99
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Outstanding Checks					
Check #	Date Cut	Amount	Check#	Date Cut	Amount
see checks written tab					
Col Total		-			-
		Total Outstanding Checks			

Ending Book Bal	\$ 3,227,220.01
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**CHECKS WRITTEN
CLEARED/OUTSTANDING
FEBRUARY 2016**

Check Number	Check Date	Payee	Amount	Status	O/S Checks	Cleared Checks
6387	05/08/15	Armand	65.00	Cleared	-	65.00
6609	09/24/15	Land Research Management	656.00	Cleared		656.00
6610	09/24/15	Loxahatchee Groves Water Contr	93,738.00	Cleared		93,738.00
6611	09/24/15	Office Depot	305.60	Cleared		305.60
6612	09/24/15	PBSO	24,062.17	Cleared		24,062.17
6613	09/24/15	TGI Office Automation COPIER L	168.11	Cleared		168.11
6614	09/24/15	Ron Jarriel	500.00	Cleared		500.00
6615	09/24/15	David Browning	500.00	Cleared		500.00
6616	09/24/15	Tom Goltzene	500.00	Cleared	-	500.00
6617	09/24/15	Ryan Liang	500.00	Cleared		500.00
6618	09/24/15	Jim Rockett	500.00	Cleared		500.00
6619	09/24/15	Underwood Management Services	29,627.50	Cleared	-	29,627.50
6620	09/24/15	SIRDAR TRUCKING INC	700.00	Cleared	-	700.00
6621	09/24/15	FPL	372.10	Cleared	-	372.10
6622	09/24/15	Pye Barker	190.60	Cleared	-	190.60
6623	09/24/15	Loxahatchee Groves Water Contr	2,950.09	Cleared	-	2,950.09
6624	09/24/15	Philip S. Deming & Associates	1,475.00	Cleared	-	1,475.00
6625	10/15/15	Florida Municipal Ins. Trust	-	VOIDED	-	-
6626	10/15/15	Land Research Management	3,218.75	Cleared		3,218.75
6627	10/15/15	Office Depot	328.57	Cleared		328.57
6628	10/15/15	Palm Beach County League of Ci	1,583.00	Cleared		1,583.00
6629	10/15/15	PBSO	24,062.17	Cleared		24,062.17
6630	10/15/15	TGI Office Automation LOCAL	573.12	Cleared		573.12
6631	10/15/15	Ron Jarriel	500.00	Cleared		500.00
6632	10/15/15	Town of Lantana	900.00	Cleared		900.00
6633	10/15/15	Loxahatchee Groves CERT	12.71	OS	12.71	-
6634	10/15/15	Waste Pro	34,512.50	Cleared		34,512.50
6635	10/15/15	Supervisor of Elections Office	1,736.49	Cleared		1,736.49
6636	10/15/15	David Browning	500.00	Cleared	-	500.00
6637	10/15/15	Tom Goltzene	500.00	Cleared		500.00
6638	10/15/15	Ryan Liang	500.00	Cleared		500.00
6639	10/15/15	Comcast	264.37	Cleared		264.37
6640	10/15/15	Jim Rockett	500.00	Cleared		500.00
6641	10/15/15	Underwood Management Services	-	VOIDED		-
6642	10/15/15	Keshavarz & Associates	1,172.50	Cleared		1,172.50
6643	10/15/15	Simmons & White, Inc.	525.00	Cleared		525.00
6644	10/15/15	Beverly Kuipers	111.15	Cleared		111.15
6645	10/15/15	Wells Fargo Business Card	2,900.19	Cleared		2,900.19
6646	10/15/15	CMG - PB Remittance Address	68.80	Cleared		68.80
6647	10/15/15	Armand	200.00	Cleared		200.00
6648	10/15/15	FPL	354.82	Cleared		354.82
6649	10/15/15	Palm Beach County Water Utilities Departme	99.95	Cleared		99.95
6650	10/15/15	Coverall North America, Inc.	350.00	Cleared		350.00
6651	10/15/15	Professional Video Repair	892.97	Cleared		892.97
6652	10/15/15	Tylanders Office Soutlions	163.12	Cleared		163.12
6653	10/15/15	Gutter Direct	1,850.00	Cleared		1,850.00
6654	10/15/15	Florida League of Cities	389.00	Cleared		389.00
6655	10/15/15	Loxahatchee Groves CERT	37.13	Cleared	-	37.13
6656	10/15/15	Wells Fargo Business Card	147.00	Cleared		147.00
6657	10/15/15	Florida Municipal Ins. Trust	7,732.75	Cleared		7,732.75
6658	10/20/15	Goren, Cherof, Doody & Ezrol,	5,091.60	Cleared		5,091.60
6659	10/22/15	Underwood Management Services	29,780.11	Cleared		29,780.11
6660	11/05/15	Office Depot	93.02	Cleared		93.02
6661	11/05/15	TGI Office Automation COPIER L	168.11	Cleared		168.11
6662	11/05/15	El Latino Semanal	224.00	Cleared		224.00
6663	11/05/15	Goren, Cherof, Doody & Ezrol,	7,797.40	Cleared		7,797.40
6664	11/05/15	Supervisor of Elections Office	1,673.76	Cleared		1,673.76
6665	11/05/15	Comcast	264.36	Cleared		264.36
6666	11/05/15	Keshavarz & Associates	7,797.50	Cleared		7,797.50
6667	11/05/15	Janet Whipple	234.99	Cleared		234.99
6668	11/05/15	CMG - PB Remittance Address	5,203.53	Cleared		5,203.53
6669	11/05/15	William Underwood	96.49	Cleared		96.49
6670	11/05/15	Armand	65.00	Cleared		65.00
6671	11/05/15	Coverall North America, Inc.	350.00	Cleared		350.00
6672	11/05/15	Embassy Suite Orlando	298.00	Cleared		298.00
6673	11/05/15	Town-Crier Newspaper	252.00	Cleared		252.00

**CHECKS WRITTEN
CLEARED/OUTSTANDING
FEBRUARY 2016**

Check Number	Check Date	Payee	Amount	Status	O/S Checks	Cleared Checks
6674	11/05/15	Equestrian Services International LLC	200.00	Cleared		200.00
6675	11/05/15	Information Systems Services	770.00	OS	770.00	
6676	11/05/15	Embassy Suite Orlando	298.00	Cleared		298.00
6677	11/17/15	Land Research Management	6,981.25	Cleared		6,981.25
6678	11/17/15	Loxahatchee Groves Water Contr	-	VOIDED	-	
6679	11/17/15	Office Depot	129.33	Cleared		129.33
6680	11/17/15	PBSO	24,062.17	Cleared		24,062.17
6681	11/17/15	Waste Pro	35,720.44	Cleared		35,720.44
6682	11/17/15	Beverly Kuipers	17.84	Cleared	-	17.84
6683	11/17/15	Wells Fargo Business Card	610.30	Cleared		610.30
6684	11/17/15	CMG - PB Remittance Address	313.04	Cleared		313.04
6685	11/17/15	Armand	200.00	Cleared		200.00
6686	11/17/15	FPL	349.13	Cleared		349.13
6687	11/17/15	Palm Beach County Water Utilities Departmei	102.04	Cleared		102.04
6688	11/17/15	Rajendran Naidoo	20.00	Cleared	-	20.00
6689	11/17/15	Sharon R. Bock, Clerk and Comptroller	500.00	Cleared	-	500.00
6690	11/17/15	Wells Fargo Business Card	2,087.68	Cleared		2,087.68
6691	11/17/15	Florida Department of Environmental Protecti	400.00	Cleared	-	400.00
6692	11/18/15	Loxahatchee Groves Water Contr	29,946.91	Cleared		29,946.91
6693	11/18/15	Ron Jarriel	500.00	Cleared		500.00
6694	11/18/15	David Browning	500.00	Cleared	-	500.00
6695	11/18/15	Tom Goltzene	500.00	Cleared		500.00
6696	11/18/15	Ryan Liang	500.00	Cleared	-	500.00
6697	11/18/15	Jim Rockett	500.00	Cleared		500.00
6698	11/18/15	Underwood Management Services	29,780.11	Cleared		29,780.11
6699	12/09/15	Card Expressions	712.07	Cleared		712.07
6700	12/09/15	Land Research Management	5,897.97	Cleared		5,897.97
6701	12/09/15	Loxahatchee Groves Water Contr	51,032.28	Cleared		51,032.28
6702	12/09/15	TGI Office Automation LOCAL	583.51	Cleared		583.51
6703	12/09/15	TGI Office Automation COPIER L	175.56	Cleared		175.56
6704	12/09/15	WBI Contracting of Palm Beach	1,047.00	Cleared		1,047.00
6705	12/09/15	Goren, Cherof, Doody & Ezrol,	7,008.85	Cleared		7,008.85
6706	12/09/15	Waste Pro	35,720.44	Cleared		35,720.44
6707	12/09/15	Comcast	264.36	Cleared		264.36
6708	12/09/15	Keshavarz & Associates	14,977.40	Cleared		14,977.40
6709	12/09/15	Simmons & White, Inc.	425.00	Cleared		425.00
6710	12/09/15	Florida Elections Commission	240.00	Cleared		240.00
6711	12/09/15	Wells Fargo Business Card	747.00	Cleared		747.00
6712	12/09/15	CMG - PB Remittance Address	1,652.00	Cleared		1,652.00
6713	12/09/15	L&K PROPERTY MANAGEMENT	600.00	Cleared		600.00
6714	12/09/15	Armand	200.00	Cleared		200.00
6715	12/09/15	Palm Beach County Water Utilities Departmei	103.91	Cleared		103.91
6716	12/09/15	Coverall North America, Inc.	350.00	Cleared		350.00
6717	12/09/15	Town-Crier Newspaper	126.00	Cleared		126.00
6718	12/09/15	Albeitar Veterinary inc.	20.00	OS	20.00	-
6719	12/09/15	Palm Beach Aggregates, LLC	1,523.64	Cleared		1,523.64
6720	12/09/15	Wells Fargo Business Card	674.20	Cleared		674.20
6721	12/18/15	Florida Municipal Ins. Trust	7,732.75	Cleared		7,732.75
6722	12/18/15	Land Research Management	1,156.25	Cleared		1,156.25
6723	12/18/15	Office Depot	467.97	Cleared		467.97
6724	12/18/15	Caldwell Pacetti Edwards Schoe	345.49	Cleared		345.49
6725	12/18/15	PBSO	24,062.17	Cleared		24,062.17
6726	12/18/15	TGI Office Automation LOCAL	244.78	Cleared		244.78
6727	12/18/15	Ron Jarriel	500.00	Cleared		500.00
6728	12/18/15	David Browning	500.00	Cleared		500.00
6729	12/18/15	Tom Goltzene	500.00	Cleared		500.00
6730	12/18/15	Ryan Liang	500.00	Cleared		500.00
6731	12/18/15	Jim Rockett	500.00	Cleared		500.00
6732	12/18/15	Underwood Management Services	29,780.11	Cleared		29,780.11
6733	12/18/15	Palm Beach Post - Subscription	286.00	Cleared		286.00
6734	12/18/15	CMG - PB Remittance Address	147.92	Cleared		147.92
6735	12/18/15	FPL	365.89	Cleared		365.89
6736	12/18/15	VOID	-	Cleared		-
6737	01/07/16	Loxahatchee Groves Water Contr	5,933.34	Cleared		5,933.34
6738	01/07/16	Office Depot	189.87	Cleared		189.87
6739	01/07/16	Goren, Cherof, Doody & Ezrol,	7,546.45	Cleared		7,546.45

**CHECKS WRITTEN
CLEARED/OUTSTANDING
FEBRUARY 2016**

Check Number	Check Date	Payee	Amount	Status	O/S Checks	Cleared Checks
6740	01/07/16	Waste Pro	35,720.44	Cleared		35,720.44
6741	01/07/16	Supervisor of Elections Office	1,398.50	Cleared		1,398.50
6742	01/07/16	Comcast	267.98	Cleared		267.98
6743	01/07/16	Keshavarz & Associates	47,626.66	Cleared		47,626.66
6744	01/07/16	Armand	265.00	Cleared		265.00
6745	01/07/16	IPFone	104.10	Cleared		104.10
6746	01/07/16	Coverall North America, Inc.	350.00	Cleared		350.00
6747	01/07/16	Jim Gribble	2,250.00	Cleared		2,250.00
6748	01/07/16	Excelsa Gardens Inc.	1,260.50	Cleared		1,260.50
6749	01/07/16	Professional Services Group	3,192.86	Cleared		3,192.86
6750	01/07/16	Doubletree Hotel Tallahassee	2,244.00	Cleared		2,244.00
6751	01/08/16	Ron Jarriel	121.00	Cleared		121.00
6752	01/08/16	David Browning	121.00	Cleared		121.00
6753	01/08/16	Tom Goltzene	121.00	Cleared		121.00
6754	01/08/16	Wells Fargo Business Card	3,725.86	Cleared		3,725.86
6755	01/08/16	Palm Beach County Water Utilities Departme	107.63	Cleared		107.63
6756	01/08/16	Wells Fargo Business Card	1,318.94	Cleared		1,318.94
6757	01/21/16	AT&T	9.42	Cleared		9.42
6758	01/21/16	Loxahatchee Groves Water Contr	126.87	Cleared		126.87
6759	01/21/16	Office Depot	148.80	Cleared		148.80
6760	01/21/16	PBSO	24,062.17	Cleared		24,062.17
6761	01/21/16	Ron Jarriel	874.69	Cleared		874.69
6762	01/21/16	David Browning	500.00	Cleared		500.00
6763	01/21/16	Tom Goltzene	874.69	Cleared		874.69
6764	01/21/16	Ryan Liang	500.00	Cleared		500.00
6765	01/21/16	Jim Rockett	500.00	Cleared		500.00
6766	01/21/16	Underwood Management Services	29,780.11	Cleared		29,780.11
6767	01/21/16	Britco Sign Manufacturing Inc.	4,964.40	Cleared		4,964.40
6768	01/21/16	Beverly Kuipers	187.31	Cleared		187.31
6769	01/21/16	CMG - PB Remittance Address	288.96	Cleared		288.96
6770	01/21/16	FPL	377.27	Cleared		377.27
6771	01/21/16	Palm Beach Aggregates, LLC	2,536.68	Cleared		2,536.68
6772	01/21/16	Weber/Craven	1,482.15	Cleared		1,482.15
6773	01/21/16	Marteau	13.00	OS	13.00	-
6774	01/21/16	Mrs. Nancy Drysdale	1,995.61	Cleared		1,995.61
6775	02/10/16	AT&T	99.88	Cleared		99.88
6776	02/10/16	Florida Municipal Ins. Trust	1,755.00	Cleared		1,755.00
6777	02/10/16	Land Research Management	7,781.25	Cleared		7,781.25
6778	02/10/16	Office Depot	519.93	Cleared		519.93
6779	02/10/16	PBSO	25,364.17	Cleared		25,364.17
6780	02/10/16	WBI Contracting of Palm Beach	4,700.00	Cleared		4,700.00
6781	02/10/16	Goren, Cherof, Doody & Ezrol,	7,405.35	Cleared		7,405.35
6782	02/10/16	Waste Pro	35,720.44	Cleared		35,720.44
6783	02/10/16	Comcast	268.10	Cleared		268.10
6784	02/10/16	Keshavarz & Associates	18,717.08	Cleared		18,717.08
6785	02/10/16	Simmons & White, Inc.	970.00	Cleared		970.00
6786	02/10/16	CMG - PB Remittance Address	137.60	Cleared		137.60
6787	02/10/16	William Underwood	564.43	Cleared		564.43
6788	02/10/16	Armand	265.00	Cleared		265.00
6789	02/10/16	IPFone	209.36	Cleared		209.36
6790	02/10/16	Palm Beach County Water Utilities Departme	105.76	Cleared		105.76
6791	02/10/16	Coverall North America, Inc.	350.00	Cleared		350.00
6792	02/10/16	Palm Beach Aggregates, LLC	2,525.77	Cleared		2,525.77
6793	02/10/16	Excelsa Gardens Inc.	125.00	Cleared		125.00
6794	02/10/16	PBA Holdings, Inc	10,289.91	Cleared		10,289.91
6795	02/10/16	Luisa Abreau	60.00	OS	60.00	-
6796	02/10/16	Wells Fargo Business Card	572.68	Cleared		572.68
6797	02/10/16	Wells Fargo Business Card	3,733.95	Cleared		3,733.95
6798	02/19/16	Mark Jackson	360.00	OS	360.00	-
6799	02/19/16	Ron Jarriel	500.00	Cleared		500.00
6800	02/19/16	Printing Systems	111.78	Cleared		111.78
6801	02/19/16	WBI Contracting of Palm Beach	20,060.00	Cleared		20,060.00
6802	02/19/16	David Browning	500.00	Cleared		500.00
6803	02/19/16	Tom Goltzene	500.00	Cleared		500.00
6804	02/19/16	Ryan Liang	500.00	OS	500.00	-
6805	02/19/16	Jim Rockett	500.00	OS	500.00	-

**CHECKS WRITTEN
CLEARED/OUTSTANDING
FEBRUARY 2016**

Check Number	Check Date	Payee	Amount	Status	O/S Checks	Cleared Checks
6806	02/19/16	Underwood Management Services	29,780.11	Cleared		29,780.11
6807	02/19/16	Keshavarz & Associates	31,361.50	Cleared		31,361.50
6808	02/19/16	FPL	299.67	Cleared		299.67
6809	02/19/16	Palm Beach Aggregates, LLC	12,690.61	Cleared		12,690.61
6810	02/19/16	Professional Services Group	void	OS	void	-
		Total Checks Written In February 2016	<u>219,404.33</u>		<u>2,235.71</u>	
		Checks Cleared In February 2016	<u>221,153.79</u>			

**LOXAHATCHEE GROVES
DEPOSIT DETAILS**

REVENUES AND OTHER FUNDS RECEIVED IN FEBRUARY 2016

Period Applied	Date Posted	Description	Account	Amount
GENERAL FUND				
	02/01/2016	FPL February	001-323-100-000	17,895.84
	02/08/2016	CR-Johnson Group	001-223-132-000	2,000.00
	02/08/2016	Permits February	001-329-100-000	500.00
	02/08/2016	Lien Requests	001-341-000-000	80.00
	02/08/2016	Goren Cherof Overcharge	001-514-310-000	932.50
	02/10/2016	PBC Property Taxes	001-311-100-000	15,589.40
	02/10/2016	Business Tax	001-316-200-000	225.99
	02/16/2016	FPL February	001-314-100-000	17,434.67
	02/18/2016	PBC Water	001-323-300-000	2,943.46
	02/18/2016	Permits	001-329-100-000	383.00
	02/18/2016	Permits February	001-329-100-000	360.00
	02/18/2016	State Revenue Sharing February 2016	001-335-120-000	6,694.42
	02/18/2016	Lien Requests	001-341-000-000	220.00
	02/18/2016	Champions	001-341-000-000	150.00
	02/22/2016	CST February 2016	001-315-100-000	7,868.08
	02/25/2016	February 2016 Sales Tax Distribution	001-335-180-000	25,266.20
	02/29/2016	FPL February	001-323-100-000	16,804.42
				<u>115,347.98</u>
ROAD FUND				
	02/24/2016	February 2016 Gas Tax Distribution	101-312-410-000	21,525.82
	02/24/2016	February 2016 Gas Tax Distribution	101-312-420-000	9,498.42
				<u>31,024.24</u>
CAPITAL PROJECTS FUND				
				<u>-</u>
SANITATION FUND				
	02/10/2016	PBC SW Assessment	405-325-205-000	15,154.59
	02/10/2016	PBC SW Assessment	405-325-206-000	(380.21)
	02/18/2016	Jose Gomex PDU	405-329-125-000	500.00
	02/10/2016	PBC SW Assessment	405-534-346-000	(147.74)
				<u>15,126.64</u>
TOTAL DEPOSITED IN FEBRUARY 2016				<u><u>161,498.86</u></u>

**TOWN OF LOXAHATCHEE GROVES
EXPENSES DETAIL
FEBRUARY 2016**

Check #	Date	Vendor Name/Description	Account Charged	Item Amount	Check Total	001	101	305	405
6775	02/10/16	AT&T	001-519-410	\$ 99.88	99.88	\$ 99.88			
6776	02/10/16	Florida Municipal Ins. Trust	001-519-450	\$ 1,755.00	1,755.00	\$ 1,755.00			
6777	02/10/16	Land Research Management	001-515-349	\$ 1,562.50	7,781.25	\$ 1,562.50			
6777	02/10/16	Land Research Management	001-515-349	\$ 1,000.00		\$ 1,000.00			
6777	02/10/16	Land Research Management	001-515-349	\$ 312.50		\$ 312.50			
6777	02/10/16	Land Research Management	001-329-100	\$ 200.00		\$ 200.00			
6777	02/10/16	Land Research Management	001-515-349	\$ 2,250.00		\$ 2,250.00			
6777	02/10/16	Land Research Management	001-515-349	\$ 2,018.75		\$ 2,018.75			
6777	02/10/16	Land Research Management	001-515-349	\$ 437.50		\$ 437.50			
6778	02/10/16	Office Depot	001-512-510	\$ 519.93	519.93	\$ 519.93			
6779	02/10/16	PBSO	001-521-341	\$ 24,062.17	25,364.17	\$ 24,062.17			
6779	02/10/16	PBSO	001-521-342	\$ 1,302.00		\$ 1,302.00			
6780	02/10/16	WBI Contracting of Palm Beach	101-541-468	\$ 4,700.00	4,700.00		\$ 4,700.00		
6781	02/10/16	Goren, Cherof, Doody & Ezrol,	001-514-310	\$ 7,014.05	7,405.35	\$ 7,014.05			
6781	02/10/16	Goren, Cherof, Doody & Ezrol,	001-515-349	\$ 391.30		\$ 391.30			
6782	02/10/16	Waste Pro	405-534-434	\$ 35,720.44	35,720.44				\$ 35,720.44
6783	02/10/16	Comcast	001-519-410	\$ 268.10	268.10	\$ 268.10			
6784	02/10/16	Keshavarz & Associates	305-541-610	\$ 18,717.08	18,717.08			\$ 18,717.08	
6785	02/10/16	Simmons & White, Inc.	001-515-349	\$ 970.00	970.00	\$ 970.00			
6786	02/10/16	CMG - PB Remittance Address	001-515-490	\$ 137.60	137.60	\$ 137.60			
6787	02/10/16	William Underwood	001-511-400	\$ 564.43	564.43	\$ 564.43			
6788	02/10/16	Armand	001-519-340	\$ 200.00	265.00	\$ 200.00			
6788	02/10/16	Armand	001-519-340	\$ 65.00		\$ 65.00			
6789	02/10/16	IPFone	001-519-410	\$ 209.36	209.36	\$ 209.36			
6790	02/10/16	Palm Beach County Water Utilities Departm	001-519-420	\$ 105.76	105.76	\$ 105.76			
6791	02/10/16	Coverall North America, Inc.	001-519-460	\$ 350.00	350.00	\$ 350.00			
6792	02/10/16	Palm Beach Aggregates, LLC	001-541-468	\$ 2,525.77	2,525.77	\$ 2,525.77			
6793	02/10/16	Excelsa Gardens Inc.	001-519-340	\$ 125.00	125.00	\$ 125.00			
6794	02/10/16	PBA Holdings, Inc	001-541-468	\$ 10,289.91	10,289.91	\$ 10,289.91			
6795	02/10/16	Luisa Abreau	001-329-100	\$ 60.00	60.00	\$ 60.00			
6796	02/10/16	Wells Fargo Business Card	001-511-510	\$ 16.15	572.68	\$ 16.15			
6796	02/10/16	Wells Fargo Business Card	001-511-510	\$ 2.54		\$ 2.54			
6796	02/10/16	Wells Fargo Business Card	001-512-510	\$ 133.99		\$ 133.99			
6796	02/10/16	Wells Fargo Business Card	001-519-490	\$ 420.00		\$ 420.00			
6797	02/10/16	Wells Fargo Business Card	001-519-490	\$ 1,499.00	3,733.95	\$ 1,499.00			
6797	02/10/16	Wells Fargo Business Card	001-519-491	\$ 1,050.00		\$ 1,050.00			
6797	02/10/16	Wells Fargo Business Card	001-512-510	\$ 396.39		\$ 396.39			
6797	02/10/16	Wells Fargo Business Card	001-519-440	\$ 149.00		\$ 149.00			
6797	02/10/16	Wells Fargo Business Card	001-512-420	\$ 12.40		\$ 12.40			
6797	02/10/16	Wells Fargo Business Card	001-512-510	\$ 542.37		\$ 542.37			
6797	02/10/16	Wells Fargo Business Card	001-519-490	\$ 84.79		\$ 84.79			

**TOWN OF LOXAHATCHEE GROVES
EXPENSES DETAIL
FEBRUARY 2016**

Check #	Date	Vendor Name/Description	Account Charged	Item Amount	Check Total	001	101	305	405	
6798	02/19/16	Mark Jackson	101-541-468	\$ 360.00	360.00		\$ 360.00			
6799	02/19/16	Ron Jarriel	001-511-499	\$ 500.00	500.00	\$ 500.00				
6800	02/19/16	Printing Systems	001-512-493	\$ 111.78	111.78	\$ 111.78				
6801	02/19/16	WBI Contracting of Palm Beach	305-541-654	\$ 20,060.00	20,060.00			\$ 20,060.00		
6802	02/19/16	David Browning	001-511-499	\$ 500.00	500.00	\$ 500.00	\$ -			
6803	02/19/16	Tom Goltzene	001-511-499	\$ 500.00	500.00	\$ 500.00				
6804	02/19/16	Ryan Liang	001-511-499	\$ 500.00	500.00	\$ 500.00				
6805	02/19/16	Jim Rockett	001-511-499	\$ 500.00	500.00	\$ 500.00				
6806	02/19/16	Underwood Management Services	001-512-340	\$ 22,920.44	29,780.11	\$ 22,920.44				
6806	02/19/16	Underwood Management Services	001-515-340	\$ 6,859.67		\$ 6,859.67				
6807	02/19/16	Keshavarz & Associates	101-541-468	\$ 3,117.50	31,361.50		\$ 3,117.50			
6807	02/19/16	Keshavarz & Associates	305-541-640	\$ 6,452.50				\$ 6,452.50		
6807	02/19/16	Keshavarz & Associates	305-541-640	\$ 7,043.00				\$ 7,043.00		
6807	02/19/16	Keshavarz & Associates	305-541-620	\$ 3,652.50				\$ 3,652.50		
6807	02/19/16	Keshavarz & Associates	001-515-349	\$ 1,113.50		\$ 1,113.50				
6807	02/19/16	Keshavarz & Associates	001-515-349	\$ 725.00		\$ 725.00				
6807	02/19/16	Keshavarz & Associates	001-515-349	\$ 1,797.50		\$ 1,797.50				
6807	02/19/16	Keshavarz & Associates	305-541-654	\$ 1,025.00				\$ 1,025.00		
6807	02/19/16	Keshavarz & Associates	101-541-468	\$ 802.50			\$ 802.50			
6807	02/19/16	Keshavarz & Associates	305-541-640	\$ 912.50				\$ 912.50		
6807	02/19/16	Keshavarz & Associates	001-515-310	\$ 4,720.00		\$ 4,720.00				
6808	02/19/16	FPL	001-519-420	\$ 299.67	299.67	\$ 299.67				
6809	02/19/16	Palm Beach Aggregates, LLC	001-541-468	\$ 3,240.27	12,690.61	\$ 3,240.27				
6809	02/19/16	Palm Beach Aggregates, LLC	001-541-468	\$ 1,618.47		\$ 1,618.47				
6809	02/19/16	Palm Beach Aggregates, LLC	001-541-468	\$ 1,293.57		\$ 1,293.57				
6809	02/19/16	Palm Beach Aggregates, LLC	001-541-468	\$ 2,559.09		\$ 2,559.09				
6809	02/19/16	Palm Beach Aggregates, LLC	101-541-468	\$ 3,363.46			\$ 3,363.46			
6809	02/19/16	Palm Beach Aggregates, LLC	101-541-468	\$ 615.75			\$ 615.75			
6810	02/19/16	Professional Services Group	101-541-467	void						
6810	02/19/16	Professional Services Group	101-541-468	void						
6810	02/19/16	Professional Services Group	305-541-640	void						
6810	02/19/16	Professional Services Group	101-541-467	void						
6810	02/19/16	Professional Services Group	101-541-468	void						
\$ 219,404.33						\$ 219,404.33	\$ 112,862.10	\$ 12,959.21	\$ 57,862.58	\$ 35,720.44

**TOWN OF LOXAHATCHEE GROVES
BALANCE SHEET
AS OF FEBRUARY 29, 2016**

001 GENERAL FUND

Account Number	Description	Amount
001-101-100-000	Wells Fargo Bank Account	917,655.77
001-115-000-000	Accounts Receivable	49,041.30
001-131-001-000	Due To/From General Fund	(190,752.78)
001-133-000-000	Due From Other Governments	62,418.94
001-155-000-000	Prepaid Items	25,398.75
Total Asset		<u>863,761.98</u>
001-202-000-000	Accounts Payable	123,940.61
001-220-000-000	Deposit on Building Permits	299.28
001-223-101-000	CR-Loxahatchee Groves Commons	(13,303.67)
001-223-102-000	CR-Solar Sport	(2,435.65)
001-223-103-000	CR-Day Property	-
001-223-104-000	CR-Community of Hope	-
001-223-105-000	CR-Carlson Farms	2,326.25
001-223-109-000	CR-Palm Bch State College	783.09
001-223-111-000	CR- Valley Crest	(55.51)
001-223-112-000	CR-FMM 1, LLC	(1,269.15)
001-223-113-000	CR- Novos Valencia	(3,937.52)
001-223-114-000	CR- Big Dog	(4,771.00)
001-223-115-000	CR- Drysdale	(2,386.46)
001-223-116-000	CR- YEE Corporation	(1,418.50)
001-223-117-000	CR-Day Property NEW	-
001-223-118-000	CR-Atlantic SP	(5,937.12)
001-223-119-000	CR-Pimentel Tree Mitigation	67.50
001-223-120-000	CR-Seth Briers	5,487.50
001-223-121-000	CR-Day Site Plan	(160.00)
001-223-122-000	CR-Seventh Day	8,483.75
001-223-123-000	CR- A Cut Above	2,345.75
001-223-124-000	CR-DDS & Hill	1,294.25
001-223-125-000	CR- 162nd Drive North, LLD	500.00
001-223-126-000	CR-Meadowlands	11,124.00
001-223-127-000	CR-Craven/Weber Variance	(1,037.82)
001-223-128-000	CR-Marteau Land Clearing	(2,000.00)
001-223-131-000	CR-Marteau Tree Mitigation	23,672.00
001-223-132-000	Johnson Group	2,000.00
Total Liability		<u>143,611.58</u>
001-271-000-000	Fund Balance	419,664.70
Excess Revenue over (under) Expenditures		<u>300,485.70</u>
Total Fund Balance		<u>720,150.40</u>

Total Liabilities and Fund Balance

863,761.98

101 TRANSPORTATION FUND

Account Number	Description	Amount
101-101-100-000	Wells Fargo - Road Fund	1,046,176.79
101-131-000-001	Due To/From General Fund	<u>310,829.23</u>
Total Asset		<u><u>1,357,006.02</u></u>
101-202-000-000	Accounts Payable	<u>-</u>
Total Liability		-
101-270-005-000	Five Cent Fund Balance	297,948.46
101-270-006-000	Six Cent Fund Balance	464,191.00
101-271-000-000	Fund Balance	<u>476,476.73</u>
Excess Revenue over (under) Expenditures		<u>118,389.83</u>
Total Fund Balance		<u>1,357,006.02</u>
Total Liabilities and Fund Balance		<u><u>1,357,006.02</u></u>

305 CAPITAL IMPROVEMENTS FUND

Account Number	Description	Amount
305-101-100-000	Wells Fargo - Cap Improvements	1,224,427.87
305-131-000-001	Due To/From General Fund	<u>(161,356.13)</u>
Total Asset		<u><u>1,063,071.74</u></u>
305-202-000-000	Accounts Payable	-
Total Liability		<u>-</u>
305-271-000-000	Fund Balance	<u>1,231,119.87</u>
Excess Revenue over (under) Expenditures		<u>(168,048.13)</u>
Total Fund Balance		<u><u>1,063,071.74</u></u>
Total Liabilities and Fund Balance		<u><u>1,063,071.74</u></u>

405 SANITATION FUND

Account Number	Description	Amount
405-101-100-000	Wells Fargo - Sanitation Fund	38,959.58
405-131-000-001	Due To/From General Fund	<u>32,247.68</u>
Total Asset		<u><u>71,207.26</u></u>
405-202-000-000	Accounts Payable	-
Total Liability		<u>-</u>
405-271-000-000	Fund Balance	23,997.79
Excess Revenue over (under) Expenditures		<u>47,209.47</u>
Total Fund Balance		<u>71,207.26</u>
Total Liabilities and Fund Balance		<u><u>71,207.26</u></u>



Town of Loxahatchee Groves

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

CHECK REQUEST

The requestor hereby certifies that his request is supported by a Sufficient unencumbered balance of duly appropriated funds

Invoice # 2016-01RJ
Vendor #

Request Date: January 21, 2016

Vendor Name: Ron Jarriel

Vendor Address: _____

Request by: _____

Department*: Legislative

Account: 001-511-400-000

Description: Mileage Reimbursement - FSS112.061(7)3.(d).1.a.
Palm Beach County Days - Tallahassee
842 miles @ 44.5/mile

Amount: Issuance of this payment is authorized for the purpose noted
\$374.69

Check #: _____ Check Date: _____

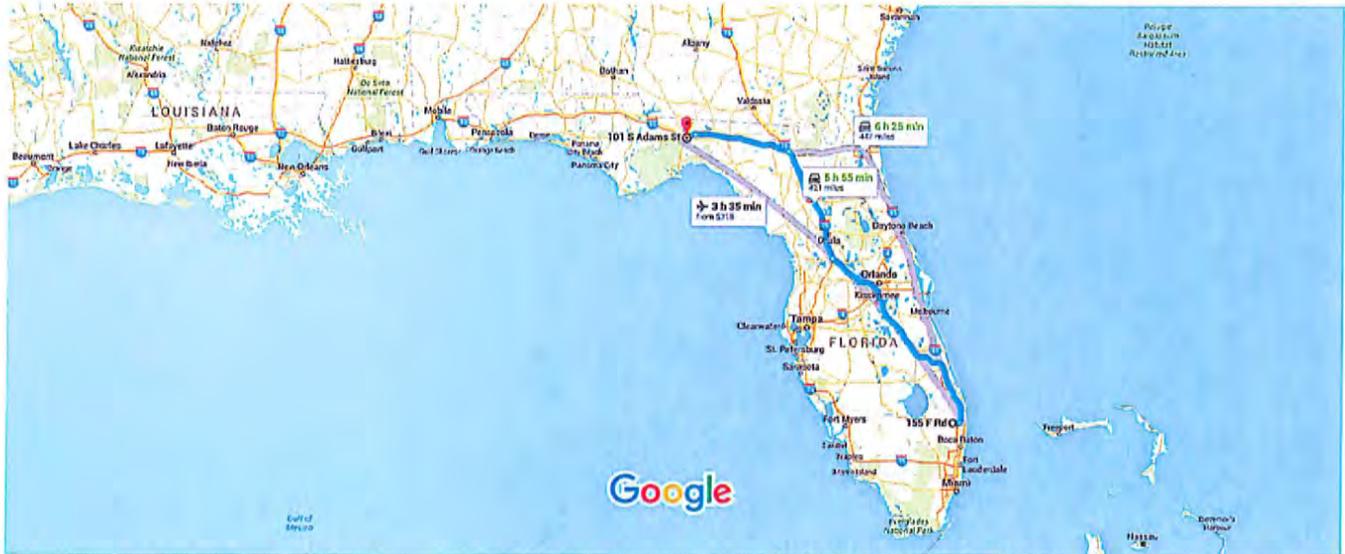
Approved by: _____

This check request is for all expenditures not accompanied with a properly authorized requisition, purchase order or invoice. Documents supporting this expense must be attached prior to submitting for payment. No Request will be processed without appropriate Department Signature and Supporting Documents.

* Repairs, Capital Expenditure, and extra-ordinary expenses must be approved by Department Commissioner prior to submitting for payment



155 F Rd, Loxahatchee Groves, FL Drive 421 miles, 5 h 55 min
33470 to 101 South Adams Street, Tallahassee, FL



Map data ©2016 Google, INEGI 50 mi

via Florida's Turnpike and I-75 N

5 h 55 min

5 h 45 min without traffic

421 miles

⚠ This route has tolls.

via I-95 N and I-10 W

6 h 25 min

6 h 12 min without traffic

447 miles

West Palm Beach, FL—Tallahassee, FL

3 h 35 min

from \$318



Town of Loxahatchee Groves

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

CHECK REQUEST

The requestor hereby certifies that his request is supported by a Sufficient unencumbered balance of duly appropriated funds

Invoice # 2016-01RJ
Vendor #

Request Date: January 21, 2016

Vendor Name: Tom Goltzene

Vendor Address: _____

Request by: _____

Department*: Legislative

Account: 001-511-400-000

Description: Mileage Reimbursement - FSS112.061(7)3.(d).1.a.
Palm Beach County Days - Tallahassee
842 miles @ 44.5/mile

Amount: Issuance of this payment is authorized for the purpose noted
\$374.69

Check #: _____ Check Date: _____

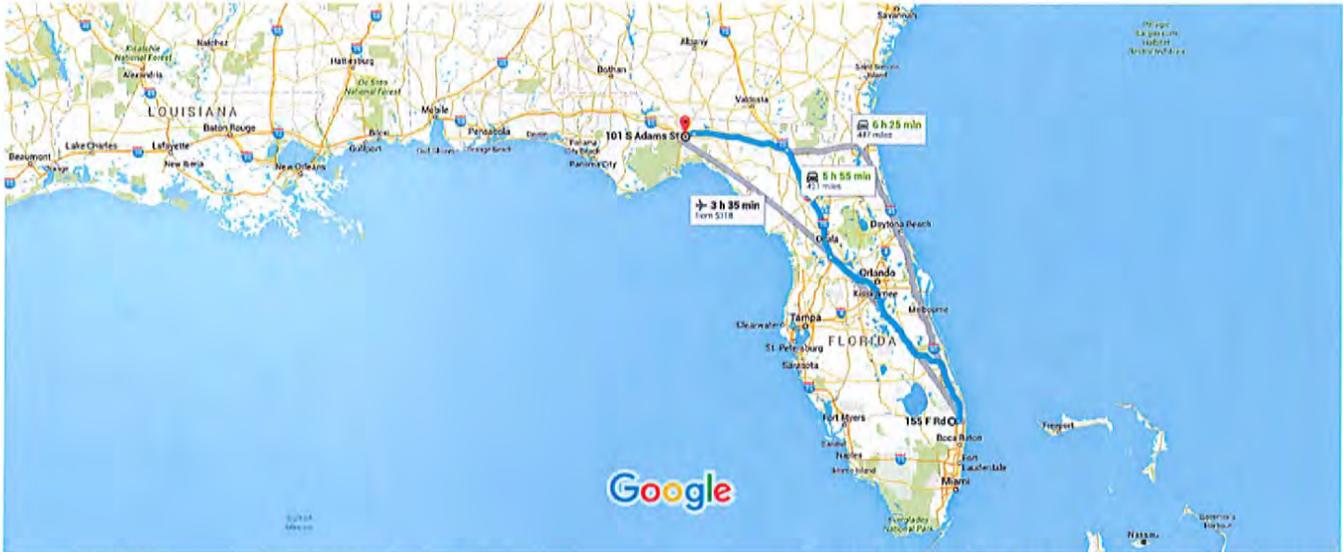
Approved by: _____

This check request is for all expenditures not accompanied with a properly authorized requisition, purchase order or invoice. Documents supporting this expense must be attached prior to submitting for payment. No Request will be processed without appropriate Department Signature and Supporting Documents.

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155 F Rd, Loxahatchee Groves, FL Drive 421 miles, 5 h 55 min
33470 to 101 South Adams Street, Tallahassee, FL



Map data ©2016 Google, INEGI 50 mi

- via Florida's Turnpike and I-75 N 5 h 55 min
5 h 45 min without traffic 421 miles
▲ This route has tolls.
- via I-95 N and I-10 W 6 h 25 min
6 h 12 min without traffic 447 miles
- West Palm Beach, FL—Tallahassee, FL 3 h 35 min
from \$318

REIMBURSE BEV

Bulbs



LOWE'S HOME CENTERS, LLC
103 S STATE ROAD 7
ROYAL PALM BEACH, FL 33411 (561) 795-3808

- SALE -

SALES#: S0654SP1 32274 TRANS#: 20241624 01-19-16

215947 32V TO U BEND OCTRON ECO 39.92
4 @ 9.98

SUBTOTAL: 39.92
TAX: 2.40
INVOICE 38275 TOTAL: 42.32
H/C: 42.32

M/C:XXXXXXXXXX7537 AMOUNT:42.32 AUTHCD:03042C
CHIP REFID:065438827501 01/19/16 17:13:56
CUSTOMER CODE: laxatchee graves
APL: CAPITAL ONE TVR: 0000000000
AID: A0000000041010 TSI: E000

STORE: 0654 TERMINAL: 38 01/19/16 17:14:50
OF ITEMS PURCHASED: 4
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.
SEE REVERSE SIDE FOR RETURN POLICY.
STORE MANAGER:

WE HAVE THE LOWEST PRICES, GUARANTEED!
IF YOU FIND A LOWER PRICE, WE WILL BEAT IT BY 10%.
SEE STORE FOR DETAILS.

001-519-460-000

\$ 42.32

WTF
1/20/2016

REINBURSE BEV

THINGS REMEMBERED
WELLINGTON GREEN
#193 10300 WEST FORREST HILL BLVD.
WELLINGTON, FL 33414
(561)792-2637

TRNNBR: 273665 14:39 01/09/16
EMPL: 43 REGNO: 1
CUST : TOWN OF LOX GR KUIPERS
CUST #: 193067767
***** SALE *****

N 00103800	14.99
2 X 8 GOLD	
N 00194071	77.00
AE LETTERS	
Subtotal	91.99
Tax 1	0.00
Tax 2	0.00
Total	91.99

AmEx 91.99
ACCOUNT: XXXXXXXXXXXX1001
Authorization: 569468
2397
Tax exempt number 85801383601308

Customer Copy

CUSTOMER SURVEY
Sweepstakes Prize
Please tell us about your visit
to Things Remembered

This month the prize is \$500

Go to www.thingsremembered.com/survey

Enter survey code: 193067767

To view sweepstake rules, go to
<http://www.thingsremembered.com/rules>

Shop on-line @ www.thingsremembered.com

THINGS REMEMBERED
WELLINGTON GREEN
#193 10300 WEST FORREST HILL BLVD.
WELLINGTON, FL 33414
(561)792-2637

TRNNBR: 271193 13:00 12/12/15
EMPL: 10 REGNO: 1
CUST : TOWN OF LOX GR KUIPERS
CUST #: 193067767
***** SALE *****

T 00568872	14.99
1-1/2"X4" GOLD PLATE	
T 00194071	35.00
AE LETTERS	
Subtotal	49.99
Tax 1	3.00
Tax 2	0.00
Total	52.99

Cash 53.00
Cash Change (0.01)

CUSTOMER SURVEY
Sweepstakes Prize
Please tell us about your visit
to Things Remembered

This month the prize is \$500

Go to www.thingsremembered.com/survey

Enter survey code: 193067767

To view sweepstake rules, go to
<http://www.thingsremembered.com/rules>

Shop on-line @ www.thingsremembered.com

WPA
1/15/15

001-512-510-000 \$ 144.99

Last Name: huipers First Name: Town of Loxahatchee Groves Today's Date: 1/9/14 Store # 193
 Street: _____ City: _____ State: _____ Zip: _____
 Tel #: _____ Mobile #: 430-567-3367 Sign up for e-mail and get \$5 off your next purchase. (One time coupon only)
 Email: _____ Teammate Name: jen Cashier # 43
 Are You A Rewards Club Member? Yes No Pick-up date: _____ Pick-up Time: _____

Occasion: Wedding Baby Business Self Purchase Graduation Birthday Anniversary Religious Holiday (Specify) _____

SKU#/Description <u>1030</u> <u>800</u> <u>service</u> <u>pl</u>	QTY <u>1</u>	Message \$ Design \$	Color Fill Choice Design # or Thread Color	Font <u>Bob</u>	Message (specify engraving area - front, back, top, bottom) MAJOR COUNCIL DAVID W. BROWNING THOMAS R. GOLTZENÉ VICE MAJOR RYAN P. LIANG RONALD D. JARRIEL JAMES M. ROCKETT TOWN MANAGER, WILLIAM F. UNDERWOOD II	
		Price <u>15</u>				Color <input type="checkbox"/> Gravox. <input type="checkbox"/> Premium Font <input type="checkbox"/>
		Engraving Total \$ <u>80</u> = 3 from street tax from street = 77				

SKU#/Description	QTY	Message \$ Design \$	Color Fill Choice Design # or Thread Color	Font	Message (specify engraving area - front, back, top, bottom)
		Price Color <input type="checkbox"/> Gravox. <input type="checkbox"/> Premium Font <input type="checkbox"/>			
		Engraving Total \$			

Gravity Pen Stand 50% Off! With Purchase Above  # 780579 Chrome	QTY	Message \$ Design \$	The Gravity Pen Stand is perfect for: - Thank you gifts - Business Gifts - Home - College Dorms - Teachers - Coaches	Your purchase today QUALIFIES you to purchase unlimited quantities of The Gravity Pen Stand at 50% off. How many would you like today?
		Price Font		
		Premium Font <input type="checkbox"/>		
		Engraving Total \$		

Recommend?: PWP RC Total Sale: 91.99 Trans #: 273605 FC Order #:
 Ship To: To Store (No charge if to Store ground) Name _____
 To Customer (Address Above) Street _____
 Alternate Shipping Address City _____ Zip _____
 * Cannot ship to a P.O. Box Phone _____
 Special Order Shipping (From TR Direct):
 Standard to Store (no charge) Refer to website for delivery dates.
 Standard to Customer \$8 (583857) Express to Store or Customer \$10 (527376) Express Plus to Store or Customer \$16 (527392)
 Shipping From Store to Customer:
 Ground \$8 (583857) 2nd Business Day \$10 (527376) Next Business Day \$16 (527392)

Occasionally, we make our street addresses available to select companies and organizations that may be of interest to you. We never share your email addresses. Please check here if you do not want your postal address made available.
 Things Remembered shall have no responsibility for the return or payment of the declared value of items left in our possession for more than 60 days after the item's designated pick-up date.

Last Name: KUIPERS First Name: TOWN OF LOXAHATCHEE GROVES Today's Date: 12/12/15 Store #: _____
 Street: 155 F ROAD City: LOX. GROVES State: FL Zip: 33470
 Tel #: 561-793-2418 Mobile #: (33) 567-3317 Sign up for e-mail and get \$5 off your next purchase. (One time coupon only)
 Email: BKUIPERS@LOXAHATCHEEGROVES.COM Teammate Name: _____ Cashier #: 10
 Are You A Rewards Club Member? Yes No GOV Pick-up date: 12/14/15 Pick-up Time: _____

Occasion: Wedding Baby Business Self Purchase Graduation Birthday Anniversary Religious Holiday (Specify) _____

SKU#/Description <u>568872</u> S/C PLATE	QTY	Message \$ <u>35</u>	Color Fill Choice	Font	Message (specify engraving area - front, back, top, bottom) <u>PALM BEACH STATE COLLEGE</u> <u>LOXAHATCHEE GROVES CAMPUS</u> <u>NOVEMBER 7, 2014</u>
		Design \$		<u>BOD</u>	
	Price	Color <input type="checkbox"/> Gravox. <input type="checkbox"/>	Design # or Thread Color		
	<u>14.99</u>	Premium Font <input type="checkbox"/>	Engraving Total \$		

SKU#/Description	QTY	Message \$	Color Fill Choice	Font	Message (specify engraving area - front, back, top, bottom) <u>* TOP LINE ALL CAPS.</u>
		Design \$			
	Price	Color <input type="checkbox"/> Gravox. <input type="checkbox"/>	Design # or Thread Color		
		Premium Font <input type="checkbox"/>	Engraving Total \$		

Gravity Pen Stand 50% Off! With Purchase Above # 780579 Home	QTY	Message \$	The Gravity Pen Stand is perfect for: - Thank you gifts - Business Gifts - Home - College Dorms - Teachers - Coaches	Your purchase today <u>QUALIFIES</u> you to purchase unlimited quantities of The Gravity Pen Stand at 50% off. How many would you like today?	
		Design \$		<u>TAX EXEMPT</u>	
	Price	Font			
		Premium Font <input type="checkbox"/>			
	Engraving Total \$				

Recommend?: WP RC Total Sale: 52.99 Trans #: 27193 FC Order #: _____ Custom Engraved By: _____
 Ship To: To Store (No charge if to Store ground) Name: _____
 * Cannot ship to a P.O. Box To Customer (Address Above) Street: _____
 Alternate Shipping Address City: _____ Zip: _____
 Phone: _____

Special Order Shipping (From TR Direct):
 Refer to website for delivery dates.
 Standard to Store (no charge)
 Standard to Customer \$8 (583857)
 Express to Store or Customer \$10 (527376)
 Express Plus to Store or Customer \$16 (527392)

Shipping From Store to Customer:
 Ground \$8 (583857)
 2nd Business Day \$10 (527376)
 Next Business Day \$16 (527392)

Occasionally, we make our street addresses available to select companies and organizations that may be of interest to you. We never share your email addresses. Please check here if you do not want your postal address made available. Things Remembered shall have no responsibility for the return or payment of the declared value of items left in our possession for more than 60 days after the item's designated pick-up date.



Town of
LOXAHATCHEE GROVES

Purchasing Policy Manual

Prepared By: Town Management

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PART I

Section I

General Provisions

A. PURPOSE

The purpose of the Purchasing Policy & Procedure Manual is to provide guidance and support for the formal rules adopted by the Town Council governing the purchasing process contained in the Town's purchasing ordinance, Ordinance No. _____.

This manual is intended to guide the user through the purchasing process within the Town of Loxahatchee Groves. The Town maintains a unified purchasing system with centralized responsibility. The Town's purchasing process provides for increased economy in purchasing activities, enabling the Town to maximize, to the fullest extent practical, the purchasing value of public funds by fostering effective broad-based competition, while ensuring fair and equitable treatment of all vendors who deal with Town purchasing. In addition, this manual provides safeguards for maintaining a purchasing system of quality and integrity and also is intended to provide for increased public confidence in the procedures followed by Town purchasing.

This policy shall apply to all purchasing activity, except real property, of the Town of Loxahatchee Groves, as well as the disposal of all Town property other than real property.

For purposes of this manual the purchasing process is defined in five phases as follows:

1. Vendor selection – Identification and subsequent selection of the vendor best meeting identified Town requirements for goods and services.
2. Town commitment to purchase goods or services – The process by which the Town commits to do business with a selected vendor.
3. Contract oversight – The process by which the Town ensures the vendor is in compliance with a contract for goods or services.
4. Payment – Procedures for payment for goods and services.
5. Disposition – The process by which the Town disposes of surplus, obsolete or damaged property.

Attachment 1 provides purchasing terms and definitions.

The remainder of this manual addresses these topics in this order.

B. LEGAL PROVISIONS

The principles of law and equity, including the Uniform Commercial Code of this State, the law relative to ethics, and the law relative to capacity of Town to contract, agency, fraud, misrepresentation, duress, coercion, and mistake of bankruptcy shall supplement the provisions of this policy.

In any situation where compliance with this policy will place the Town in conflict with State or Federal Law or terms of any grant, or cooperative agreement, the Town shall comply with such Federal or State law, grant requirements, or authorized regulations that are mandated and which are either not reflected in this policy or are contrary to provisions of this policy.

C. REQUIREMENT OF GOOD FAITH

This policy requires all parties involved in the negotiation, development, performance, or administration of Town contracts to act in good faith.

D. ETHICS

All applicable provisions of the Palm Beach County Code of Ethics, and Town Ethics Ordinance are incorporated herein by reference and made a specific part of this manual.

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Section II

Vendor Selection Methods

A. GENERAL GUIDELINES

There are five vendor selection methods used by the Town: Quotes, Invitations to Bid (ITB), Requests for Proposals (RFP), Requests for Qualifications (RFQ), and Letters of Interest (LOI). Quotes, written and or verbal, are normally used when the expected cost of goods or services is under \$10,000 or less. This is the informal method of vendor selection. The remaining four methods, ITB, RFP, RFQ, and LOI, are formal competitive vendor selection methods. Formal competitive vendor selection methods must be used when costs are expected to be \$25,000 or more and may be used for smaller purchases when the Town will derive sufficient additional benefit to justify their use.

Exceptions to the required vendor selection methods are permitted in specific instances (See Part D. below in this section) or when pre-approved by Town Manager in other limited instances.

Under no circumstances may known or anticipated annual requirements for goods and services from a vendor be broken into smaller quantities to circumvent the requirement to use a formal vendor selection process. The Town's purchasing policies are based on the total dollar amount of purchases made with a vendor in a given fiscal year. An annual purchase order must reflect the anticipated total amount of business to be done with a vendor for the year.

B. INFORMAL VENDOR SELECTION METHODS

The informal vendor selection methods may be utilized where the cost of goods or services does not exceed \$15,000, with the exception of public improvement capital projects in excess of \$25,000 as discussed immediately below. The following procedure must be followed:

TABLE 1 – COST LEVELS / REQUIRED DOCUMENTATION

AMOUNT	REQUIRED DOCUMENTATION
Up to \$2,500.00	None
\$2,501 to \$7,500.00	Three verbal documented quotes
\$7,501 to \$14,999.00	Three written documented quotes
\$15,000 and over	Town Council approval required

Quotes must be consistent in content for comparison purposes. Quotes must include the vendor name, contact person, date, a clear description of the goods or services being offered by the vendor, a statement of price, and the terms of the sale. Written quotes may substitute for verbal quotes. Verbal quotes must be documented by the user department and retained on file. Written quotes must be signed and dated by the vendor.

Exception:

- Initial purchase of, or contract for, commodities or services in excess of \$15,000 shall require the approval of Town Council regardless of whether the competitive bidding or competitive proposal procedures were followed.
- All purchases of, or contract for, commodities or services of less than \$15,000 shall require the approval of the Town Manager.
- Public improvement capital projects in excess of \$25,000 require formal competitive bidding.

C. FORMAL COMPETITIVE VENDOR SELECTION METHODS

Formal competitive vendor selection methods utilize competitive bidding to allow a maximum degree of competition among a number of suppliers offering similar products or services. All purchases of goods and services, where the total annual cost of the purchases or contract will exceed \$15,000, must be approved by the Town Council. In addition, public improvement capital projects in excess of \$25,000 require formal competitive vendor selection.

A determination is made by the Town Manager, after consultation with the user department, as to which formal competitive vendor selection method will be used.

Invitation to Bid (ITB), Request for Proposals (RFP), Request for Qualifications (RFQ) and Letters of Interest (LOI) are effective formal procedures for soliciting competition from vendors in the purchasing sector. The ITB is awarded primarily on price alone. The RFP uses several different evaluation criteria, including price, to determine award. The RFQ ranks respondents based on their qualifications and experience. The LOI, the least formal process, sends out letters to interested parties to see if they are interested in applying for the work being offered. Evaluation is based on the experience of the responders and follow-on discussions with them.

Attachment 2 provides vendor evaluation guidelines.

1. Invitation to Bid (ITB)

An ITB is used when specifications are well-defined, competition is prevalent, and substitutions are allowable. The ITB shall include instructions to bidders, plans, drawings and specifications if any, bid form, and other required forms and documents to be submitted with the bid. As a result, prices obtained are generally lower than “list” pricing. Under this type of solicitation, normally the recommendation of award must go to the lowest responsive and responsible bidder. There are generally no other evaluation criteria considered in this type of solicitation.

2. Request for Proposal (RFP)

An RFP is a formal request from the Town to vendors to submit proposals. The proposal is to provide a solution to a need the Town has specifically identified. The vendor’s experience and qualifications, together with the proposed solution, is evaluated and may take precedence over price. The evaluations of the proposals may be completed by an evaluation committee comprised of at least three (3) voting members, at least one of whom is Town staff. (In some instances a person outside of Town staff, who has experience with the need identified, may be a voting member also). If an evaluation committee is to be used the committee members are

generally selected by the user department, and the Town Manager facilitates the evaluation process.

All RFPs shall state the relative importance of price and any other evaluation criteria. The Town may engage in negotiations with offerors for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

3. Request for Qualifications (RFQ)

An RFQ is a formal invitation from the Town to vendors to submit a statement of qualifications. This approach differs from the traditional request for proposals approach in that it places greater emphasis on the actual qualifications of the potential contractor, (his or her track record), rather than how well the potential contractor responds to detailed project specifications and requirements.

The RFQ identifies the desired minimum qualifications of the firm, a scope of work statement, any project requirements, and states the relative importance of selection criteria that will be used in compiling the short list of prospective firms for further consideration.

Responses are evaluated by an evaluation committee and facilitated by the Town Manager. Depending on the number of qualification responses received, a shortlist of three to five firms are identified for further consideration. These short listed firms are then interviewed by the evaluation committee. Based on the interview, experience and qualifications, the short listed firms are ranked. This ranking is presented to the Council for approval along with a request for the proper Town officials to be authorized to negotiate and execute the contract.

4. Letter of Interest (LOI)

An LOI is a formal invitation from the Town to vendors to submit an offer. It identifies, in general terms, the work required and directs the respondents to provide a letter regarding the respondent's interest in working with the Town on the particular project(s). Respondents provide a statement of experience and qualifications of key personnel. Costs or fees are not part of the response.

Responses may be evaluated by an evaluation committee and facilitated by the Town Manager as described in the RFP section. Based on the experience and qualifications, the responses are ranked. This ranking is presented to the Council requesting authorization to enter into contract negotiations with the top ranked vendor. The resulting contract is then brought back to Council for final approval. Architectural, legal and management services are examples of when this type of solicitation would be used.

The Town may engage in negotiations with responders for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Responders shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

D. Exceptions

The following are exceptions from the requirements of the competitive vendor selection process. Please refer to the Town Purchasing Ordinance _____, Section II, (F) Exempt purchases to competitive procurement requirement, for further details. Purchases not subject to the competitive procurement requirement must still have the same levels of approval as purchases subject to the regular competitive vendor selection process.

1. Sole source – only one vendor’s goods or services will meet Town requirements. Approval requires written justification by purchasing department.
2. Emergency purchases – requires written justification.
3. Purchase of goods or services under contracts of the federal government, the State of Florida, or its political subdivisions (also referred to as “piggybacking”).
4. Certain contractual services.
5. Cooperative Purchasing - Contracts available through the City’s participation in governmental purchasing cooperative groups.

Section III

Formal Selection Solicitation Process

Once the appropriate vendor selection method has been determined, the solicitation process will be overseen by the Town Manager or designee, as shown below.

A. SPECIFICATIONS

The Town Manager or designee will ensure the solicitation documents include specifications that are as well-defined as possible. The user department is responsible for developing specifications, such as bid specifications, scope of service and evaluation criteria. As the prime user, the department is best aware of any special characteristics, any new developments in the field, as well as the technical specifications of the product or service. The Town Manager or designee may review specifications and make suggestions, such as alternate products, when appropriate.

The Town Manager or designee shall strive to assure that all specifications issued by the Town provide for free and open competition among all vendors and preclude lock-in of any vendor or brand, unless items are purchased under approved sole source or sole brand provisions. Any specification may eliminate some vendors or brands if the vendor or brand does not meet the legitimate needs of the City.

There are many different types of specifications; however, all specifications regardless of the type must be clear and complete. A specification is an essential communication link between the Town and the vendor. The specification must clearly and completely express the needs of the Town in such a manner that the vendor will have the same understanding as that of the Town in what is required. The following are some of the more common type of specifications:

1. Brand Name Specification

A specification using one or more manufacturers' brand names, with identifying model numbers, to describe the acceptable items; all other items will be excluded. Since use of a brand name specification is restrictive of product competition, it may be used only when pre-approved by the Town Manager or designee.

2. Brand Name "or Equal" Specification

These specifications describe the characteristics of the item required by reference to a particular manufacturer's product, referring to that product by its brand name and model number. These specifications describe the standards of quality, performance, and other characteristics needed to meet the requirements of the solicitation, and invites bids for equivalent products from any manufacturer. These are often used to obtain low-value, commercially available products, such as janitorial supplies, office supplies and chemicals.

3. Design Specification

A design specification is also known as a material and method of manufacture specification. This type of specification spells out in great detail the physical characteristics including size and shape, the materials to be used and the manner in which they are to be assembled or processed. Design specifications may also reference engineering drawings or plans. A design specification is generally not appropriate for standard commercial items; its use being reserved for "made-to-order" products.

4. Performance Specifications

Performance specifications describe the functions which must be performed without or with only a limited reference to materials to be used or construction details. Performance specifications are non-restrictive, they spell out standards of performance, define operating limits, describe a specific task, emphasize dependability and reliability and look at the end result. Performance specifications are non-restrictive and encourage vendors to be innovative and propose a variety of means to accomplish a stated performance measure and to determine whether or not a performance specification has been satisfied.

B. SOLICITATION DOCUMENTS

The Town Manager will ensure all solicitation documents are properly prepared, with particular emphasis on effective specifications as discussed in the prior section, and distributed as appropriate. In conjunction with the preparation of the solicitation documents, the Town Manager or designee will make himself / herself available to provide information to all potential responders.

C. PUBLIC NOTICE

Public notice of the ITB, RFP, RFQ or LOI shall be given not less than ten (10) calendar days prior to the date set forth in the notice for the opening of the responses. Such notice shall be given by publication in a newspaper of general circulation within Palm Beach County, at a minimum, and may be posted on the Town's website and/or Town bulletin board. The notice shall state the place, date, and time of the opening of the responses.

D. RESPONSE SUBMISSIONS

All responses shall be submitted in sealed envelopes which shall be clearly identified with the name and number of the response on the exterior of the envelope and delivered to the Town Clerk office.

E. BID / PROPOSAL BOND

Bid bonds (also known as proposal bonds) may be required in conjunction with responses. They guarantee the responders will not withdraw their bids for a specified time period and will accept a contract, if offered, or will forfeit the bond amount.

Bid bonds shall be required for all construction projects when the total contract price is estimated to exceed two hundred thousand dollars (\$200,000). In all other cases the Town reserves the right to require a bid or proposal bond when deemed necessary by the Town Manager. The Town Council in its sole discretion may require public construction payment and performance bonds, other bonds and/or other security on any Town project estimated to cost less than two hundred thousand dollars (\$200,000).

Bid bonds shall be by cash, a certified or cashier's check, a surety bond or an irrevocable standby letter of credit, or other acceptable form of security in an amount not less than five percent (5%) of the amount of response. If a surety bond is provided, the surety company must be authorized to do business as a surety in Florida.

F. CANCELLATION OR POSTPONEMENT OF RESPONSE OPENING

Any time prior to the response opening date and time, the Town Manager may postpone the opening, or cancel the solicitation in its entirety.

G. FORMAL OPENING OF RESPONSES

Responses shall be opened by the Town Clerk or designee at the time and place designated in the public notice. The opening shall be witnessed by staff. No late responses shall be accepted or opened if received after the date and time specified in the public notice. All late responses shall be returned unopened to the bidder.

For ITB responses, names and amounts of each bid shall be read aloud by the Town Clerk or designee, and a list of all responses shall be made available for public inspection after the opening.

For RFP, RFQ and LOI responses, a list of the names of all responders shall be prepared by the Town Clerk or designee and made available for public inspection after the opening of the responses.

All response documents shall become the property of the Town and will not be returned to the responders. When the contract is awarded, all documentation produced as part of the contract shall become the exclusive property of the City.

For an RFP, RFQ or LOI response, the Town Manager or designee, or if an evaluation committee's used and within a reasonable time period after the response opening, request additional or corrective information of the responder concerning his/her responsibility to perform, and the bidder may voluntarily, after bid opening, provide additional or corrective information concerning his/her responsibility as a vendor.

H. MODIFICATION OR WITHDRAWAL OF RESPONSES

Responses may be modified or withdrawn by an appropriate document duly executed and delivered to the office of the Town Manager at any time prior to the submission deadline. A request for withdrawal or modification must be in writing and signed by a person duly authorized to do so. Any modifications made by the Town to the solicitation documents prior to the opening of the responses shall be by addenda provided in writing to the same potential responders to whom the original solicitation documents were presented.

After expiration of the period for receipt of responses, no withdrawal or modification is permitted, except in extenuating circumstances. If within twenty four (24) hours after responses are opened, any responder files a duly signed written notice with the Town, through the office of the Town Manager and within five (5) calendar days, thereafter demonstrates to the satisfaction of the Town, by clear and convincing evidence, that there was a material mistake in the preparation of the response, or that the mistake is clearly evident on the face of the response document but the intended correct response is not similarly evident, then the responder may withdraw its response document. Thereafter, the responder will be disqualified from further bidding on the contract for which the response was withdrawn.

Section IV

Formal Solicitation Evaluation Process and Award of Contract

Once the solicitation has been completed and all responses have been received and opened, the responses will be evaluated and a contract awarded as follows:

A. REJECTION OF RESPONSES

After an initial review of responses, responses may be rejected for any of the following reasons:

- If the evidence submitted by a responder or if investigation of a responder fails to satisfy the Town that the responder is properly qualified to carry out the obligations and to complete the requested work.
- If there is reason to believe collusion exists among responders.
- If the response is not responsive, not delivered by the due date and time or not delivered to the Town Clerk's office, not properly signed or is unsigned, shows serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any other kind. The Town reserves the right to waive such technical errors as may be deemed in the best interest of the City.

B. EVALUATION AND AWARD OF CONTRACT - INVITATION TO BID

The contract shall be awarded to the most responsive and responsible responder whose response meets the requirements and criteria set forth in the solicitation documents except as otherwise provided below.

If two or more qualified responders are tied, as reflected by cost, the tie may be broken by the following criteria, presented in order of importance and consideration, as reflected in the solicitation document:

1. Quality of the items or services bid if such quality is ascertainable
2. Delivery time if provided in the response

If the above criteria do not resolve the issue, the award will be given to the response received earliest by the Town as indicated by the Town time clock stamp on the response. This criterion will also be indicated in the solicitation document.

Multiple award contracts may be used only when it is determined by the Town Manager that the use of more than one vendor is in the best interest of the Town.

A recommendation for vendor selection, together with the criteria used for selection, will be presented to Town Council by the Town Manager or designee for approval, along with a request to approve authorization to sign a contract with the recommended vendor.

C. EVALUATION AND AWARD OF CONTRACT - REQUESTS FOR PROPOSALS, REQUESTS FOR QUALIFICATIONS, AND LETTERS OF INTEREST

The award shall be made to the responder whose proposal is the most advantageous to the Town, taking into consideration evaluation criteria set forth in the solicitation document. The vendor selection process may be done through an evaluation committee, (Committee), appointed by the Town Manager and comprised of a member of the user department, together with at least two other members familiar with the goods or services being evaluated. Each committee member shall complete a "Conflict of Interest Statement" upon appointment to the committee and prior to review of submittals (See Attachment 6).

The Committee shall review all qualifications and submittals of those firms responding based on predetermined criteria contained in the solicitation document. The Committee will then score each qualified response using the predetermined criteria.

Depending on the number of qualified responses received, the Committee may reduce the number of responders to be evaluated further to a minimum of three (called a "short list"), based on the ranking (highest points). If less than three qualified responses have been received, all qualified responses must be considered. The Committee may choose to hold discussions with all responders on the "short list". Such discussions may encompass formal presentations by each responder. The format of the discussion must be the same for each responder.

If the Committee requires clarification of the original response, they may request revised proposals.

For an RFP, once the Committee has ranked the qualified responses, the ranking information will be presented to Town Council by the Town Manager or designee with a request for approval along with a request for the proper Town officials to be authorized to negotiate and execute the contract.

For an RFQ or LOI, a recommendation for vendor selection, together with the ranking information, will be presented to Town Council by the Town Manager or designee. Additionally, it will be requested that staff be given direction to negotiate a contract, subject to final Counsel approval.

Following vendor approval by the Council, the next step in the RFQ or LOI process is for the Town Manager and Town Attorney to negotiate a contract with the highest ranked vendor at a compensation determined to be fair and reasonable. If this proves unsuccessful, negotiations will be formally terminated and negotiations will begin with the next highest ranked vendor. This will continue until an acceptable contract is agreed to or until negotiations with all vendors on the short list have been unsuccessful. If no contract can be negotiated with any vendor on the short list, a new solicitation must be initiated. If a successful contract is negotiated with a vendor, a recommendation will be presented to the Council by the Town Manager or designee to approve the contract with the indicated vendor.

D. NOTICE OF AWARD

Upon approval by the Council, the successful vendor will receive a Notice of Award indicating the vendor's selection. The Notice of Award is contingent on a contract being executed and the required certificates of insurance and applicable bond coverage have been received and approved.

If the selected vendor fails to provide the required coverage documents or fails to deliver the signed contract within the specified time, the Town may annul the Notice of Award.

E. BOND RELEASE

All responders' bid bonds, if required for a solicitation, will be retained until the selected vendor has met all requirements for the final contract award. At that time, the bid bonds of the unsuccessful responders will be returned. If the successful vendor fails to meet these requirements and the Town annuls the Notice of Award, the successful vendor's bid bond shall be forfeited.

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PART II

Section I

Conducting Business With A Vendor

The purchase order will be the Town's commitment to conduct business with a vendor and will be subject to the approval authority limits delineated later in this section. Vendors may submit quotes or contracts, depending on the process, whether informal or formal, and the dollar amount of the purchase.

For the informal vendor selection process, normally for purchases under \$25,000, the selection will be accomplished through quotes. For purposes of this manual, the term "quote" will include proposed scope of service statements when submitted as a quote. Quotes must be signed by authorized representatives of the responders when submitted in writing; however the Town will not normally sign these documents. When a quote requires a signature by a representative of the Town, it will be processed together with the related purchase order and will be subject to the same approval authority limits as a purchase order. In no instance shall the quote be signed by a person not authorized to be the final approving authority on the accompanying purchase order.

Quotes normally relate to goods and identify the type and quantity of the goods to be provided and possibly the associated payment terms. When the proposed goods or services are more complicated, there will normally be more comprehensive terms involved which would necessitate a formal contract requiring the signature of both the vendor and the Town. Formal contracts will always be required for formal competitive vendor selection situations. This will normally be for purchases greater than \$25,000, which require Commission approval.

The Town Council or Town Manager if so authorized will sign the contract at the same time as he/she approves the PAR. As discussed previously, the formal competitive vendor selection process can be utilized for purchases under \$25,000 when the additional effort is justified. The resulting contract will be processed at the same time as the related purchase approval request in accordance with the approval authority limits discussed in "D" below. Even when a contract has been signed, the vendor is not authorized to begin work until a fully approved purchase order has been issued.

The following sections will discuss contracts and purchase orders used to commit the Town to do business with a vendor.

A. CONTRACTS

1. Contract Period

Unless otherwise provided by law, a contract for supplies or services may be entered into for any time period deemed to be in the best interests of the Town provided the extension beyond the current fiscal year, if any, is included in the solicitation and funds are available for the current fiscal year at the time of contracting. Payment and performance obligations for future fiscal years shall be subject to the availability of funds.

2. Price Adjustment

Contracts may be awarded with the provisions for upward or downward price adjustments provided this allowance is part of the original bid solicitation and the adjustments are based on a nationally recognized or published index or other criteria acceptable to the City.

3. Advance Payments

The Town may make advance payments not to exceed one (1) year to vendors for maintenance service contracts and lease agreements when it would be economically efficient to do so, or when the vendor offers a discount for advance payments.

4. Amendments

Any changes to a contract that materially alter the terms and conditions of a contract, or provide for a change in the scope of the contract, must be contained in a formal amendment to the contract executed by the same authority as the original contract.

5. Insurance Requirements

All contracts shall contain requirements for the protection of the Town through sufficient insurance as specified in the bid documents. The selected vendor shall be required to obtain, at the vendor's expense, all required insurance coverage and shall submit evidence of insurance to the Town for approval before the contract award will be finalized. The Town Manager will review insurance certifications, approving those which comply with the requirements of the solicitation. Non-approved certifications will be returned to the user department with the reasons for non-approval and instructions as to how the certification may be corrected by the vendor. The user department shall not allow a contract to be finalized, nor work commence, until the Town Manager has approved the sufficiency of insurance coverage.

6. Payment and Performance Bonds

When a contract is estimated to exceed two hundred thousand dollars (\$200,000) for the construction of a public building, for the completion of a public work or for repairs upon a public building, or other public work as provided in Florida Statute Section 255.05, as amended, or when the Town Manager or designee deems it to be reasonably necessary to protect the best interests of the Town, the following bonds shall be executed and delivered to the Town Manager or designee before the contract award will be finalized and shall become binding on the parties upon the execution of the contract:

- A. A performance bond guarantees the selected vendor will perform all requirements of the contract. It protects the Town from loss due to the selected vendor's inability to complete the work. A performance bond satisfactory to the Town in an amount equal to one hundred percent (100%) of the price specified in the contract must be provided to the Town and is conditioned on the selected vendor performing the contract in the time and manner prescribed in the contract.
- B. A payment bond guarantees the selected vendor will make all required payments to the subcontractors and suppliers providing goods and services to the selected vendor. A payment bond satisfactory to the Town in an amount equal to one hundred percent (100%) of the price specified in the contract must be provided to the Town and is conditioned on the selected vendor promptly making payments to all persons and entities supplying labor, materials or commodities used directly or indirectly in the performance of the work provided for in the contract.

7. Indemnification

All vendors shall indemnify and hold harmless the Town, its officers, agents and employees from any injuries or damages received by any person during any operations connected with the construction project, by use of any improper materials, or by any act or omission of the contractor, or subcontractor, agents or employees.

B. CONSTRUCTION CONTRACT REQUIREMENTS

In addition to the requirements under Section A, the following shall apply to construction contracts:

1. Construction Contract Change Orders

The Town shall have the right, based on a clause contained in each construction contract, to require changes in quantities, additions or deletions of work or other changes within the original intent of the contract. All change orders, shall be approved, in advance, by the Town Council.

2. Amendments To Construction Contracts

All changes to construction contracts that materially alter the terms and conditions of the contract or provide for a change in scope of the project beyond the original intent, must be contained in a formal amendment to the contract. Such an amendment must be approved with equal dignity and formality as the original contract and signed by the individuals holding the positions of the original signatories.

C. ONGOING CONTRACT ADMINISTRATION

After the award of any contract, the user department will ensure that both the Town and the vendor are in compliance with all terms and conditions of the contract, including, but not limited to, maintaining current insurance certificates.

In cases where the vendor does not adhere to delivery and specifications or is in technical breach of a contract, the user department must attempt to rectify the situation with the vendor and maintain written record of these attempts. This written record should contain specific instances of non-compliance with the contract requirements and a timeframe for resolution of the issues involved.

In cases where the user department is unable to rectify a breach of contract with the vendor, the user department may recommend to the Town Manager or Town Council (depending on the amount of the contract) that the contract be cancelled, the vendor be suspended or debarred (the Town will no longer conduct business with the vendor), or to begin appropriate legal action through the Town Attorney.

The Town may suspend a contract for a period not to exceed thirty (30) days following a determination by the Town Manager that there has been a material deviation by the vendor from the requirements of the contract. Any suspension of contract shall be provided in writing to the affected vendor within three (3) working days of such determination. The Town reserves the right to obtain goods or services, which are the subject of the contract, from alternate sources during the suspension period.

Contracts originally approved by the Town Council shall be canceled or revoked only after specific Town Council action.

D. PURCHASE ORDER

A fully executed purchase order (PO) is the user department’s authority to purchase goods or services. As discussed elsewhere, a purchase order must reflect the anticipated total amount of business to be done with a vendor for the year. The total shall not be broken into smaller amounts to keep from crossing a dollar threshold with additional approval requirements, including the requirement for formal competitive vendor selection. Without exception, all PO’s must be fully approved before the issuing department may place the order. This is true even when a contract with the vendor has been fully executed. Supporting documentation must be maintained within the department for purchases of less than \$10,000, and forwarded, as discussed below, for greater amounts.

A purchase order is the vendor's authorization to ship goods or perform services as specified. The purchase order constitutes a contract (in some instances a second contract if a more formal contract is also being utilized) between the Town and the vendor, and as such, is a legal document. The purchase order also reserves (encumbers) the funds within the financial system so the funds cannot be allocated for other purposes before the transaction has been completed and the purchase order fully closed out.

A purchase order will normally be for a specified dollar amount for specified goods or services. Additionally, an open end purchase order can be issued for a specific not-to-exceed dollar amount and may also be for a specific length of time, not to exceed one fiscal year. The open purchase order is utilized to facilitate multiple purchases from a single vendor over a given term. Purchase orders are not required for certain vendors; see Attachment 5.

TABLE 2 – APPROVAL AUTHORITY LIMITS

APPROVAL	DOLLAR THRESHOLD
User Department	Up to \$1,000.00
Town Manager designee	\$1,000.01 to \$3000.00
Town Manager	Up to \$14,999
Town Council	\$15,000.00 and above

The PO preparer will use the financial system to prepare a PO, including requesting authorization to purchase goods or services. The preparer will enter sufficient information to convey the need for the purchase.

E. EMERGENCY PURCHASES

Emergency purchases may be made by the requesting department user on approval of the Town Manager Designee when the cost does not exceed three thousand dollars (\$3,000.00) and on

approval by the Town Manager when the cost does exceed ten thousand dollars (\$10,000.00) without receiving written quotes.

The Town Manager may authorize emergency purchases where the cost exceeds ten thousand dollars (\$10,000) or more with authorization by Town Council, and at next scheduled council meeting certification shall be submitted to the Town Council for approval or ratification.

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Section II

Payment For Goods And Services

A. INVOICES

Invoices are itemized statements of goods or services provided and are a means of settlement of financial obligations. The timeliness of processing invoices may affect the relationship between the Town and its vendors and must be processed within 30 days of receipt (20 days in the case of construction services), per State Statute 218.70, Local Government Prompt Payment Act. Invoices should contain the following basic information:

- Purchase order number (if applicable)
- Itemized listing of materials or services rendered
- Quantity of each item
- Unit price with extensions
- Discount terms if applicable
- Services provided, including hours and billing rates where applicable

B. PAYMENT – PURCHASE ORDER

The PO instructs vendors to send invoices to the receiving department. The Town will pay only from an original/electronic invoice and not a fax copy or photocopy. The user department will follow the PO “receiving” procedures as required by the financial system upon completion of implementation.

Only individuals authorized to normally receive goods or services may do so. The receiving individual must certify that the quantity, brand name, or model ordered is received or that the required services have been provided.

C. PAYMENT – CHECK REQUEST

Check requests should be used in other situations. Refer to Attachment 4a-d, Sample Check Request forms.

D. REIMBURSEMENTS

In some instances it may be necessary for a staff member to go to a local store to purchase small items, in total under \$200, without a purchase order. The staff member will be reimbursed through a Check Request form signed by Town Manager or designee, and submitted for payment.

E. CHANGING OR LIQUIDATING PURCHASE ORDERS

Purchase Order Changes:

Freight, shipping & handling charges & back-order related changes do not require an explanation.

If the original PO was awarded by Council action, and a change order is being made, sufficient documentation (copy of the resolution, change order, written authorization from the Town Manager etc.) authorizing the change must be submitted before further processing.

If the original PO total was for less than \$10,000.00 and the change will make the total over \$15,000.00 then the change order must be approved by Council before further processing.

Changes may also be done to correct errors, omissions, or discrepancies; cover acceptable overruns and freight costs; and incorporate requirements to expand or reduce the scope of goods or services order.

Purchase Order Liquidations:

A purchase order is liquidated when a partial receipt has been done on a purchase order and the remainder of the total will not be received. When a liquidation is done, the purchase order is closed and no other transactions can take place against that particular purchase order. Any remaining funds that had been encumbered on that purchase order are released back into the account that had been encumbered.

Accounts Payable is notified by the using department when a purchase order is to be liquidated. The using department documents on the purchase order to liquidate the balance after the invoice has been processed. Accounts Payable then notifies the Town Manager or designee of any purchase orders to be liquidated.

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Section III

Transfer or Disposal of Surplus and Obsolete Equipment

In order to dispose of an item that has become surplus or obsolete to the user department, the department user must send a memorandum to the Town Manager listing the description, condition, serial number and asset tag number of the item being disposed of. The Town Manager or designee will attempt to relocate the item directly to another department in need of such equipment. If no need exists, it may be traded in on new purchase of similar equipment whenever feasible to do so.

Items will be kept at the user department until they can be transferred or disposed of. If the items are damaged or worn beyond repair, after inspection by the Town Manager designee, the items will be declared to have no further value to the Town and Town Clerk will ensure all necessary documents are completed to dispose of the items.

When equipment is still usable but it has been determined over a period of time that no need exists within the Town Departments and further storage is impractical, surplus equipment may be offered for sale or auction. This will be coordinated by the City Clerk in conformance with competitive conditions, including when necessary, advertising and sealed bids. Permission to sell or auction the item must be obtained from the Town Council if the estimated value of an item is twenty thousand dollars (\$15,000) or greater.

ATTACHMENT 1

Purchasing Terms and Definitions

The purchasing profession is characterized by various terms and definitions that may not be commonly used by other disciplines. As a reference, the National Institute of Government Purchasers (NIGP) "Dictionary of Purchasing Terms" is the standard being used by the Town of Loxahatchee Groves. As used in this manual, the following terms shall mean:

Addenda: written or graphic instruments issued prior to the opening of formal solicitations which clarify, correct, or change the response documents or contract documents.

Advertising: giving notice in the official local newspaper that sealed responses will be received at a set time and place.

Alternates: substitutes offered by vendors that differ materially from the specifications as set forth in the purchasing solicitation.

Amendment: a method of substantially changing the terms and conditions of a response or contract beyond what is specifically required by the contract.

Award: the acceptance of a bid, offer, or proposal by the proper authority.

Bidders' List: is a current file of vendors who have indicated a desire to supply goods and or services for Town use.

Bid Closing: the time and date set for termination of accepting bids.

Bid Bonds (also known as proposal bonds): guarantee the responders will not withdraw their bids for a specified time period and will accept a contract, if offered, or will forfeit the bond amount. They may be by cash, a certified or cashier's check, a surety bond or an irrevocable standby letter of credit

Brand Name or Equal Specifications: a specification limited to one or more items by manufacturers' names or catalog numbers to describe the standard of quality, performance or other salient characteristics needed to meet the City's requirements and which provides for the submission of equivalent products.

Brand Name Specification: a specification limited to one or more items by manufacturers' names or catalogs

Change Order: a written order amending a purchase order to correct errors, omissions, or discrepancies in purchase orders to cover acceptable overruns and freight costs; incorporate requirements to expand or reduce the scope of goods or services ordered; or to direct other changes in contract execution to meet unforeseen field, regulatory or market conditions.

Competitive Bids or Offers: the solicitation of two or more bids or offers submitted by responsive and qualified bidders or offerors.

Construction: the process of building, altering, repairing, improving or demolishing any public structure or building or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair or routine maintenance of existing structures, buildings or real property.

Construction Change Order: is a written order authorized by the proper authority, directing the contractor to make changes, which the changes clause of the construction contract authorizes.

Consultants Competitive Negotiation Act (CCNA): is the common name for Section 287.055 of the Florida Statutes concerning the purchasing of Architectural, Engineering (including testing), Landscape Architecture, and Registered Land Surveying and Mapping Services.

Contract: all types of binding agreements, including purchase orders, of the Town of Loxahatchee Groves, regardless of what they may be called, for the purchasing of supplies and contractual services.

Contractor: any person or business entity having a contract with the Town of Loxahatchee Groves to perform a service or sell a product (same as vendor).

Contractual Services: the rendering of time and effort by a contractor rather than furnishing specific supplies. Contractual services shall not include exempt contractual services as more specifically identified in the Purchasing Ordinance.

Cooperative Purchasing: the purchasing conducted by or on behalf of more than one governmental entity.

Emergency Purchase: A purchase made to alleviate a situation in which there is a threat to health, welfare, or safety under certain conditions defined as an emergency by the jurisdiction, that does not allow for the normal, competitive purchasing procedures.

Evaluation Committee: is a group of persons appointed to rank in preferential order those professional firms or individuals interested in providing services on a particular project.

Goods: Supplies or anything purchased or available for purchase, other than real property or services.

Governmental Agency: any agency of the Federal, State, or any Local Government.

Invitation to Bid (ITB): a written solicitation for competitive, sealed bids with the title, date, and time of the public bid opening designated therein and specifically defining the supplies or contractual services for which bids are sought. The Invitation to Bid shall be used when the Town can establish precise specifications that define the scope of work for which a contractual service is required or that define the actual supplies required.

Letter of Interest (Request for Letter of Interest - LOI): a method of selecting a vendor whereby all vendors are invited to submit a summary of their qualifications and state their interest in performing a specific job or service.

Mandatory Bid Amount: the dollar amount at which the formal bid process is required, unless an exemption is provided in the Ordinance.

Multiple Award Contracts: contracts which provide awards to more than one vendor for the same item.

Notice of Award: the written notice by the Town to the apparent successful bidder or offeror stating that upon compliance by the apparent successful bidder or offeror with the conditions precedent to the contract within the time specified, the Town will sign and deliver the contract.

Obsolete Property: any personal property belonging to the Town which can no longer be used for its intended purpose, which has completed its useful life cycle, or whose use has become economically impracticable as determined by the Town Manager or designee.

Personal Property: all Town owned property other than real estate.

Professional Services: any services where the Town is obtaining advice, instruction, or specialized work from an individual specifically qualified in a particular area. Professional service may include a report, or written advice which may be lengthy; however, the main thrust of the service is not considered labor, but the exercise of intellectual ability. The purchasing of professional services does not lend itself to normal competitive bidding and price competition alone. These services may be procured by Letter of Interest or Requests for Proposals and selected through competitive selection and negotiation.

Proposals (Request For Proposals - RFP): a written solicitation for sealed proposals with the title, date and hour of public opening designated. A Request for Proposals shall include, but is not limited to, general information, functional or general specifications, statement of work, proposal instructions and evaluation criteria.

Public Improvements: Municipal and other public buildings, bridges, tunnels, streets, trails, and sidewalks.

Town Manager: the principal purchasing official for the Town who is responsible for purchasing of commodities and contractual services, as well as the management and disposal of commodities. Where Town Manger is used in this document, it may be a designee when assigned.

Purchase Order: a purchaser's document to formalize a purchase transaction with the vendor, conveying acceptance of a vendor's proposal. The purchase order should contain statements as to quantity, description, and price of the supplies, services, or construction ordered and applicable terms as to payment, discounts, date of performance, transportation, insurance and other factors or suitable references, pertinent to the purchase and performance by the vendor. The purchase order constitutes a contract between the Town and the vendor and, as such, is a legal document.

Purchase Order, Open-end: a purchase order whereby a vendor provides supplies, services, or construction on demand or on a prescribed schedule not to exceed the amount of the purchase order. An open-end purchase order may be used as a release and encumbrance document to authorize the Using Agency to order any predetermined amount from an open-end contract on an as-needed basis.

Qualifications (Request For Qualifications – RFQ): An RFQ is a formal invitation from the Town to vendors to submit a statement of qualifications. The RFQ identifies the desired minimum qualifications of the firm, a scope of work statement, any project requirements, and states the relative importance of selection criteria that will be used in compiling the short list of prospective firms for further consideration.

Quote: notice by a vendor to the buyer stating the prices, terms, and conditions under which he/she will furnish certain goods or services.

Responsible Bidder or Responsible Offeror: a person or business entity having the capability in all respects to fully perform the contract requirements and the experience, ability, reliability, capacity, facilities, equipment, financial resources and credit which will give a reasonable expectation of good faith performance.

Responsive Bidder or Responsive Offeror: a person who has submitted a bid, which conforms in all material respects to the Invitation to Bid or Request for Proposals.

Services: the furnishing of labor, time, and effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements but shall include both professional and general services.

Specifications: any description of the physical or functional characteristics or of the nature of a supply, service or construction item that is prepared by the requesting department. It may include a description of any requirement for inspecting, testing, or preparing a supply, service or construction item for delivery. Specifications may also contain provisions for inclusion of factors that will lead to the ultimate calculation of lowest total cost. All specifications shall seek to promote overall economy for the purposes intended, and encourage competition in satisfying the Town's needs and shall not be unduly restrictive.

Sole Brand: the only known reasonable brand capable of fulfilling the needs of the City.

Sole Source: the only known responsible vendor capable of providing supplies or contractual services to the City.

State Contracts: are annual term contracts released by the State of Florida Department of Management Services Purchasing Division or any other State of Florida Agency (University, College etc.) that may be utilized at the option of local government using agencies.

Surplus Property: any personal property belonging to the Town, which is capable of being used but is in excess of the normal operating requirements of the Town.

User Department: any department or division of the Town which utilizes any goods, services, or construction procured.

Vendor: any person or business entity having a contract with the Town of Loxahatchee Groves to perform a service or sell a product (same as contractor).

ATTACHMENT 2

Vendor Evaluation Guidelines

Responsiveness

Vendors can be determined to be responsive or non-responsive to the solicitation. Vendors are basically responsive to the solicitation if they have provided all the information required as mandatory and have signed the solicitation making the response a bona fide offer. Vendors are basically non-responsive if they have not provided all the required information or have not signed the solicitation.

Depending on the specifications, vendors who meet or exceed the minimum specifications are considered responsive while those that do not meet the required minimum specifications are considered non-responsive.

Responsible

A vendor can also be evaluated to determine if they are “responsible” or “not responsible.” A vendor shall be found to be “not responsible” for reasons including, but not limited to the following:

- The vendor has failed to perform in a satisfactory manner under a prior contract with the Town of Loxahatchee Groves.
- The vendor has shown poor performance based upon comments from previous and current clients, especially those in the governmental sector. The Town reserves the right in all solicitations issued to contact previous vendor clients to determine the satisfaction or dissatisfaction with the work performed.
- A vendor shows a lack of financial resources to assure contract completion on a timely basis.
- A vendor lacks the necessary training and or experience to fulfill the contract requirements with the proper skill level.
- The vendor has inadequate equipment and/or personnel to properly complete all contract requirements in a timely manner.
- The vendor is unable to secure necessary insurance and bonding (if required by the Town).
- The vendor fails to comply with any other factors relating to completion of the contract on a timely basis and in a proper manner as determined by the Town.

ATTACHMENT 6

CONFLICT OF INTEREST STATEMENT

For the purposes of determining any possible conflict of interest, all voting members of the Selection/Evaluation Committee for Solicitation # and Name must disclose if they have an interest in any of the firms responding to the above solicitation as an owner, Corporate Officer, employee of the business or consultant of the firm. Indicate either "yes" (this Townemployee is associated with the firm(s) indicated and in what capacity) or "no". If yes, give firm(s) name(s) and position(s) held with the firm(s).

YES _____

NO _____

Firm name(s) and position(s) held: _____

Signature of Committee Member

Date

(Note: if answer is "yes", you must file a statement with the Supervisor of Elections, pursuant to Florida State Statutes 112.313)

ORDINANCE NO. 2008-09

AN ORDINANCE OF THE TOWN OF LOXAHATTCHEE GROVES, FLORIDA ENACTING A NEW SECTION OF THE TOWN OF LOXAHATTCHEE GROVES CODE OF ORDINANCES ENTITLED “BID PROCEDURES; PUBLIC FUNDS” ADOPTING PROCUREMENT REQUIREMENTS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR EFFECTIVE DATE.

WHEREAS, Town staff recommends the enactment of a new section of the Town of Loxahatchee Groves Code of Ordinances related to procurement procedures; and

WHEREAS, the Town Council deems it to be in the best interests of the citizens, residents and businesses within the Town of Loxahatchee Groves to enact a new section of the Town of Loxahatchee Groves Code of Ordinances as provided herein.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATTCHEE GROVES, FLORIDA THAT:

Section 1. The foregoing “WHEREAS” clauses are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance upon adoption hereof.

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Section 2. The Town Council of the Town of Loxahatchee Groves hereby enacts a new section of the Code of Ordinances of the Town of Loxahatchee Groves, Florida, entitled “Bid Procedures; Public Funds”, to read as follows:

BID PROCEDURES; PUBLIC FUNDS.

A. Definitions.

For the purpose of this Division of the Code, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ADDENDA or ADDENDUM means written or graphic instruments issued prior to the opening of bids which clarify, correct or change the bidding documents or the contract documents.

BUSINESS LOCATION means a permanent office or other site where the vendor operates, conducts, engages in, or carries on all, or a portion of, its business. A post office box shall not be sufficient to constitute a "business location".

CHANGE ORDER means changes, due to unanticipated conditions or developments, made to an executory contract, which do not substantially alter the character of the work contracted for, and which do not vary so substantially from the original specifications as to constitute a new undertaking. Such changes must reasonably and conscientiously be viewed as being in fulfillment of the original scope of the contract rather than as departing therefrom. Further, such changes, when viewed against the background of the work described in the contract and the language used in the specifications, must clearly be directed either to the achievement of a more satisfactory result or the elimination of work not necessary to the satisfactory completion of the contract.

CHIEF PROCUREMENT OFFICER means the Town Manager, or his or her designee, who is responsible for the procurement of

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commodities and services as well as the management and disposal of commodities.

TOWN STANDARD COMMODITIES, refer to those situations where the Town has determined that a particular style, brand, make, or model is the only type that meets the Town's requirements for performance, compatibility or other salient characteristics.

COMMODITIES means personal property, including but not limited to, goods, supplies, apparatus, equipment, material and other forms of tangible personal property.

CONTRACTOR means any person or business entity having a contract with the Town.

COOPERATIVE PURCHASING refers to situations where the Town participates in joint procurement of commodities or services with other public entities within the state, in order to obtain lower prices through greater purchasing volume.

INVITATION FOR BID means a written solicitation for competitive sealed bids with the title, date and hour of the public bid opening designated therein and specifically defining the commodities or services for which bids are sought. The invitation for bid shall be used when the Town is capable of specifically defining the scope of work for which a service is required or when the Town is capable of establishing precise specifications defining the actual commodities required. The invitation for bid shall include instruction to bidders, plans, drawings and specifications, if any, bid form and other required forms and documents to be submitted with the bid.

QUOTATIONS means unsealed telephonic, facsimile or written bids for commodities or services.

REQUEST FOR LETTERS OF INTEREST means a written solicitation for offers with the title, date and hour of the submission deadline designated. A request for letters of interests shall include but is

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not limited to, general information and submission deadline. The town shall engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion.

REQUEST FOR PROPOSALS means a written solicitation for competitive sealed proposals with the title, date and hour of the public opening designated. A request for proposals shall include but is not limited to general information, functional or general specifications, a statement of work, proposal instruction and evaluation criteria. All requests for proposals shall state the relative importance of price and any other evaluation criteria. The Town may engage in competitive negotiations with responsible proposers determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

REQUEST FOR QUALIFICATIONS means a written solicitation for competitive sealed offers with the title, date and hour of the public opening designated. A request for qualifications shall include but is not limited to, general information, functional or general specifications, statement of work, instructions for offer and evaluation criteria. All requests for qualifications shall state the relative importance of the evaluation criteria. The town may engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of offers and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer.

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RESPONSIBLE BIDDER, RESPONSIBLE OFFEROR, RESPONSIBLE PROPOSER means a person or business entity having the capability in all respects to perform fully the contract requirements and sufficient experience, ability, reliability, capacity, facilities, equipment, financial resources and credit to give the Town a reasonable expectation of good faith performance, determined solely within the town's discretion.

RESPONSIVE BIDDER, RESPONSIVE OFFEROR, or RESPONSIVE PROPOSER means a person who has submitted a bid, offer, or proposal that conforms in all material respects to the Invitation for Bid, Request for Letters of Interests, Request for Qualifications, or Request for Proposals, determined solely within the Town's discretion.

SERVICES means the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end-product other than reports that are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.

SOLE SOURCE means that the commodities or services are available from only one (1) responsible vendor.

SURPLUS PROPERTY means any personal property belonging to the town, that is capable of being used but is in excess of the normal operating requirements of the Town, or which is no longer used or which has become obsolete, worn out or scrapped.

USING AGENCY means any department, agency, commission, bureau or other unit in the town government using commodities or procuring services as provided in this Division of the Town Code of Ordinances.

B. Compliance required.

It shall be unlawful for any town officer or employee to purchase any commodities or services or make any contract within the purview of this division unless there has been compliance with the requirements of

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this division. Any purchase made or contract executed contrary to the provisions hereof shall be null and void, and the Town shall not be bound thereby.

C. Competitive Bidding or Competitive Proposals Required; Exceptions.

(1) A purchase of or contract for commodities or services that is estimated by the Chief Procurement Officer to cost more than twenty-five thousand dollars (\$25,000), shall be based on competitive bids or competitive proposals as determined by the Chief Procurement Officer, except as specifically provided herein.

(2) Only the following situations are exempt from the competitive bid and competitive proposal requirements of this section:

(a) *Emergency purchases.* In urgent cases of compelling emergency that require the immediate purchase of commodities or services, the Town Manager is empowered to waive competitive bidding or competitive proposals and authorize the Chief Procurement Officer to secure by open market procedure any commodities or services, notwithstanding the estimated cost of the commodities or services.

(b) *Professional services.* Contracts for professional services involving peculiar skill, ability, experience or expertise, which are in their nature unique and not subject to competitive bidding or competitive proposals, are exempt from this section of the Code; however, state laws, such as the Consultants' Competitive Negotiation Act of the Florida Statutes, as may be amended from time to time, to the extent applicable, shall be followed.

(c) *Town standard, commodities, single-source and sole-source commodities or services.* Town standard, single-source and sole-source commodities or services are exempt from this section of the Code.

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(d) Disaster preparedness. Contracts for and purchases of commodities or services that are made in contemplation and preparation for and in response to the occurrence of a natural or man-made disaster or civil unrest, where time or availability rather than price is the controlling factor, are exempt from this section of the Code.

(e) Utilization of other governmental agencies' contracts. Commodities or services that are the subject of contracts with the state, its political subdivisions or other governmental entities, including the United States government, are exempt from this section, provided, however, that this subsection shall apply only if the contract expressly permits or if the awarding jurisdiction and/or the vendor agree to allow the Town to purchase therefrom, and if either: (i) the commodities or services are the subject of a price schedule negotiated by the state or federal government or by competitive bid by another governmental agency and not on any preference; or (ii) the price offered for the commodity or service exactly equals or is lower than the governmental contract from vendors awarded such governmental contract. Where an award is made pursuant to this paragraph, the terms and conditions agreeable to the town may be used in lieu of those terms and conditions of the contract with the other governmental agency.

(f) Cooperative purchasing. Cooperative purchasing plans are exempt from this section of the Code.

(g) The following contractual services are not subject to the competitive procurement requirement:

(i) Services involving special skill, ability, training or expertise which are in their nature unique, original or creative.

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(ii) Academic program reviews or lectures or seminars by individuals.

(iii) Health services involving examination, diagnosis, treatment, prevention, medical consultation or administration.

(iv) Artistic services which are original and creative in character and skill in a recognized field of artistic endeavor such as music, dance, drama, painting and sculpture, photography, culinary arts, fashion design and the like.

(v) Performing artists and entertainers hired to provide entertainment for the benefit of the citizens of Loxahatchee Groves and the general public at any Town facility.

(vi) Maintenance service of equipment. When considered to be in the best interest of the Town and recommended by the using department and the services to be performed are by the equipment manufacturer, manufacturer's service representative, or a distributor of the manufacturer's equipment the services may be procured without following the competitive sealed bid process.

(vii) Utilities including but not limited to electric, water and communications.

(viii) Goods and services provided by not-for-profit organizations.

(ix) The foregoing enumeration of services deemed to be exempt from the competitive procurement requirements is not intended to be an exhaustive or exclusive list. The Town Manager or his or her designee may determine if a contractual service must be procured

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through the competitive procurement process, if not expressly indicated herein.

(x) copyrighted materials, except computer software.

(xi) Food, clothing and other promotional items purchased for resale or distribution to the public.

(h) Best interest of the Town. Purchases of, and contracts for, commodities or services are exempt from this section of the Code when the Town Council declares by a four-fifths (4/5) affirmative vote that the process of competitive bidding and competitive proposals is not in the best interest of the Town. The Town Council shall make specific factual findings that support its determination, and such contracts shall not be placed on the Town Council's Consent Agenda.

(3) Any other provision of this section of the Code to the contrary notwithstanding, Town purchasing shall be conducted in accordance with applicable Florida law, including §§ 180.24 and 255.20, Florida Statutes, as may be amended from time to time.

D. Competitive Bidding Procedure.

Procedure. The competitive bidding procedures below shall be followed:

(1) Advertisement for bids required. Notice of the competitive bid shall be advertised at least one (1) time in a newspaper of general circulation within the Town, calling for sealed bids for the work to be done under the proposed contract, at least ten (10) days before the bids are due to be received.

(2) Surety.

(a) Bid deposits. When deemed necessary by the Chief Procurement Officer, bid deposits or sureties shall be prescribed in

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the public notice inviting bids. Unsuccessful bidders shall be entitled to return of such deposit or surety where the Chief Procurement Officer has required same. A successful bidder shall forfeit any deposit or surety required by the Chief Procurement Officer upon failure on its part to enter a contract within fifteen (15) days after the award.

(b) Sureties on performance. For all competitive bids seeking commodities or services in excess of two hundred thousand (\$200,000) dollars the Chief Procurement Officer or appropriate staff person, shall include as a requirement of such advertised bids a performance bond in the total contract amount. The Chief Procurement Office, in his or her discretion, may require such performance bonds for bids seeking commodities or services in an amount of two hundred thousand dollars (\$200,000) or less. The Town Manager shall have the discretion to waive the performance bond requirement in the event of an undue hardship or emergency. Any bonding company used must be listed on the United States Department of the Treasury's Circular 570. Additionally, the bonding company must be rated at least "A," Class VI, by "Best's Key Rating Guide," published by A.M. Best Company, and be authorized to do business in Florida.

(3) Addenda. Written addenda will be issued when changes, clarification or amendments to the invitation for bid are deemed necessary.

(4) Bid opening procedure.

(a) Bids shall be submitted sealed to the Town Clerk and shall be identified as bids on the envelope.

(b) Bids shall be opened in public by the Town Clerk or designee at the time and place stated in the public notice.

(c) A tabulation of all bids received shall be posted for public inspection.

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(d) No late bids shall be accepted or opened, and, if received after the date and time called for in the bid notice, shall be retained unopened by the Town Clerk.

(e) Failure to properly sign bids may invalidate them and they shall not be considered.

(f) The bids opened shall contain a copy to be filed in the Clerk's office.

(g) The Town reserves the right to waive any irregularities in the bids, as determined by the Chief Procurement Officer.

(5) Rejection of bids. The Town Manager and Town Council may reject any bids, parts of all bids or all bids for any one or more commodities or services included in the proposed contract when the public interest will be served thereby. The Chief Procurement Officer shall not accept a bid from a contractor who is in default on the payment of taxes, licenses or other moneys due the Town.

(6) Contracts shall be awarded to the lowest responsive, responsible bidder. In determining the "lowest responsive, responsible bidder," the Chief Procurement Officer shall consider:

(a) The prices contained in the bid.

(b) The ability, capacity and skill of the bidder to perform the contract or provide the service required.

(c) Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference.

(d) The character, integrity, reputation, judgment, experience and efficiency of the bidder.

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(e) The quality of performance of previous contracts of services, including, but not limited to, Town contracts.

(f) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.

(g) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.

(h) The quality, availability and adaptability of the commodities, or services to the particular use required.

(i) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.

(j) The number and scope of conditions attached to the bid.

(k) The overall cost to the Town.

(l) The best interests of the Town.

(7) Determination and Findings Statement. When the award is not given to the most responsive, responsible bidder, a Determination & Findings statement shall be prepared by the Chief Procurement Officer and filed with the other papers relating to the transaction.

(8) Tie bids.

(a) If the determination of lowest responsive, responsible bidder results in a tie, the contract may be split when it is to the Town's advantage as determined by the Chief Procurement Officer.

(b) If the Chief Procurement Officer determines not to split the bid, the contract shall be awarded by first preference to

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businesses with drug free workplace programs as described in hereinbelow and then by publicly drawing lots.

(9) *Prohibition against subdivision.* No contract of purchase shall be subdivided to avoid the requirements of this section.

(10) *Inspection of bids.* Inspection of the Town's formal bids and proposals shall be conducted in accordance with applicable Florida law, including §119.07 and §120.53, Florida Statutes, as said sections may be amended from time to time.

E. Competitive Negotiations. When the use of competitive bidding is not in the best interest of the Town for a purchase of, or contract for, commodities and/or services estimated to cost in excess of twenty-five thousand dollars (\$25,000), such commodities and/or services may be purchased by competitive negotiations. A request for proposals, or a request for qualifications, or a request for letters of interest shall be issued. Adequate public notice of the solicitation shall be given in the same manner as provided in Section D above. Other procedural provisions applicable to the sealed bid process shall also apply. To assure full understanding of and responsiveness to the solicitation requirements and full understanding of qualified proposals or offers, discussions may be conducted with qualified proposers or offerors who submit responses determined to be reasonably acceptable of being selected for award for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The respondents shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of responses, and such revisions may be permitted through negotiations prior to award for the purpose of obtaining best and final proposals or offers. The award shall be made to the responsible proposer or offeror whose proposal or offer is determined to be the most advantageous to the Town taking into consideration price and the evaluation factors set forth in the solicitation. No other criteria shall be used in the evaluation. A summary of the basis on which the award is made shall be included in the contract file.

F. Award of Contract.

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(1) Town Council approval.

(a) An initial purchase of, or contract for, commodities or services, in excess of ten thousand dollars (\$10,000), shall require the approval of the Town Council, regardless of whether the competitive bidding or competitive proposal procedures were followed. However, emergency purchases as described in Section C, shall not require advance Town Council approval. In such emergency situations, the Town Manager may approve the purchase or contract, subject to later ratification by the Town Council. Emergency purchases are to be made only when the normal function and operation of the Town would be hampered to such an extent by submittal of a requisition in the usual manner that it may effect the life, health or convenience of citizens.

(b) Purchases exceeding the sum of thirty thousand dollars (\$30,000.00) in the aggregate shall not be purchased from the same person or entity during the course of any fiscal year, unless such purchases are first authorized by the Town Council. The above provision shall not apply to purchases of utilities or to ongoing contracts.

(2) Town Manager approval. A purchase of, or contract for, commodities or services in an amount of twenty-five thousand dollars (\$25,000) or less, shall require the approval of the Town Manager.

G. Town Attorney to review and approve form of purchasing contracts.

The Town Attorney shall review all contracts awarded under this Article of the Code and shall approve said contracts as to form prior to their execution by the appropriate Town officials. Notwithstanding the above, the Town Attorney, in his or her discretion, may approve form contracts bearing a pre-printed Town Attorney approval, provided that the provisions of the form contracts are not modified.

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H. Debarment and suspensions.

(1) Authority and requirement to debar and suspend. After reasonable notice to an actual or prospective contractual party, and after reasonable opportunity to such party to be heard, the Town Manager, after consultation with the Town Attorney, shall have the authority to debar a person or entity for the causes listed below from consideration for award of town contracts. The debarment shall be for a period of not fewer than three years. The Town Manager shall also have the authority to suspend a contractor from consideration for award of town contracts, if there is probable cause for debarment, pending the debarment determination. The authority to debar and suspend contractors shall be exercised in accordance with regulations that shall be issued by the Town Manager.

(2) Causes for debarment or suspension. Causes for debarment or suspension include the following:

(a) Conviction of a criminal offense incident to obtaining or attempting to obtain a public or private contract or subcontract, or incident to the performance of such contract or subcontract.

(b) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty.

(c) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals.

(d) Violation of the Town's contract provisions, which is regarded by the Chief Procurement Officer to be indicative of non-responsibility. Such violation may include failure without good cause to perform in accordance with the terms and conditions of a Town contract or to perform within the time limits provided in the town contract, provided that failure to perform caused by acts

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beyond the control of a party shall not be considered a basis for debarment or suspension.

(e) Debarment or suspension of the person or entity by any federal, state or other governmental entity.

(f) False certification pursuant to paragraph (3) below.

(g) Any other cause judged by the Town Manager to be so serious and compelling as to affect the responsibility of the person or entity performing town contracts.

(3) Debarment and suspension decisions. Subject to the provisions of paragraph (1), the Town Manager shall render a written decision stating the reasons for the debarment or suspension. A copy of the decision shall be provided promptly to the contractual party.

I. Availability of funds.

Except in cases of emergency, Town Manager or designee shall not issue any order for delivery on a contract or any open-market order unless and until the Town Manager, or his designee, certifies that there are unencumbered funds available in the using agency's budget, in excess of all unpaid obligations, to defray the cost of such commodities or services.

J. Open Market Procedure.

A purchase of, or contract for, commodities or services that is estimated by the Chief Procurement Officer to cost one thousand dollars (\$1,000) or less, may be purchased either in the open market, without newspaper advertisement and without observing the procedures prescribed by Section D above, or in accordance with the competitive bidding procedure prescribed by Section D above, as deemed appropriate by the Chief Procurement Officer. However, all such purchases of greater than the estimated cost of one thousand dollars (\$1,000.00) but less than or equal to five thousand dollars (\$5,000.00) shall require at least three (3) quotations by telephone. For purchases of an estimated cost greater than

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five thousand dollars (\$5,000.00) but less than twenty-five thousand dollars shall require at least three (3) quotations in written form.

(1) *Notice inviting quotations.* When using the open market procedure, the Chief Procurement Officer may solicit, or oversee the solicitation of quotations by:

(a) Direct mail requests to prospective vendors;

(b) Telephone;

(c) Public notice;

(d) Facsimile;

(e) Internet

(2) *Recording.* The Chief Procurement Officer shall keep a record of all open market orders and the bids submitted in competition thereon and such records shall also be open to public inspection.

K. Inspection, Testing of Purchased Items or Services.

The Chief Procurement Officer shall inspect, or supervise the inspection of, all deliveries of commodities or services to determine their conformance with the specifications set forth in the order or contract.

(1) *Inspection by using agency.* The Chief Procurement Officer shall have the authority to authorize using agencies having the staff and facilities for adequate inspection to inspect all deliveries made to such using agencies under rules and regulations prescribed by the Chief Procurement Officer.

(2) *Testing.* The Chief Procurement Officer shall have the authority to require chemical and physical test of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with the specifications. In the performance of such tests the Chief Procurement Officer shall have the authority to make

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use of laboratory facilities of any agency of the Town government or of any outside laboratory.

L. Disposal Of.

(1) Disposal of property. The disposal of property requires Town Council approval.

M. Change Orders.

(1) Town Manager's authority. Subject to the restrictions contained in paragraph (2) below, the Town Manager is authorized to approve and initial work on the following types of change orders determined in his/her judgment, to be in the public interest, as follows:

(a) All change orders decreasing the cost of the contract to the Town that do not materially alter the character of the work contemplated by the contract.

(b) A change order where the net change increases the cost of the contract to the Town by an amount less than or equal to five percent (5%).

(c) On a unit price contract, a change order consisting of unit quantity increases at the unit price bid, which do not exceed ten percent (10%) of the original unit quantity for each line item.

(2) Notwithstanding the provisions of paragraph (1) above, the Town Manager is not authorized to approve a change order without authorization of the Town Council where the sum of all change orders issued under the contract exceeds five percent (5%) of the original contract amount.

N. Term, Termination, Extension and Renewal of Contracts.

(1) Term.

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(a) Unless otherwise provided by law, a contract for supplies or services may be entered into for any time period deemed to be in the best interests of the Town provided the extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for future fiscal periods shall be subject to the availability of funds.

(b) Price Adjustment. Contracts may be awarded with provisions of upward or downward price adjustments provided this allowance is part of the original bid solicitation and the adjustments are based on a nationally recognized or published index or other criteria acceptable to the Chief Procurement Officer.

(2) Termination. The Town Manager or his/her designee is authorized to terminate any contract entered into by the Town when (s)he determines that a party to the contract has breached or failed to perform one or more of its obligations under the contract. Except in the case of an emergency, where such advance notice is not possible, or where the contract was entered into without Town Council approval, the Town Manager or his/her designee must provide sufficient prior written notice to the Mayor and each Council Member so that they can make any necessary inquiries at the next Town Council meeting. When a contract is entered into by the Town pursuant to Town Council approval and is terminable by the town without cause, only the Town Council is authorized to terminate the contract without cause. If the Mayor or any Town Council Member desires that a contract be terminated without cause, he/she shall notify the Town Manager in writing and request that the item be placed on the next Town Council agenda.

(3) Extensions. The Town Manager or his/her designee is authorized to extend, for operational purposes only and for a maximum of one hundred eighty (180) days, any contract entered into by the Town pursuant to Town Council approval. Any further extensions of such contract require the approval of the Town Council.

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(4) Renewals.

(a) General. When a contract is entered into by the Town pursuant to Town Council approval and provides for one or more renewals by affirmative action of the Town, the Town Manager may approve such renewals only with the approval of the Town Council.

(b) Automatic. When a contract is entered into by the Town pursuant to Town Council approval and provides for one or more automatic renewals unless one party notifies the other of its intent not to renew, only the Town Council is authorized to decide not to renew the contract.

(5) Employment contracts. The provisions of this section shall not apply to the employment contract of the Town Manager.

(6) Application to existing and future contracts. The provisions of this section shall apply to every contract in existence on the effective date of this section and every contract entered into thereafter.

O. Preference to Businesses with Drug-Free Workplace Programs.

(1) The Town hereby adopts by reference §287.087, Florida Statutes, as amended, regarding bidding preferences for businesses with drug-free workplace programs.

(2) Whenever two (2) or more bids which are equal with respect to price, quality and service are received by the town for the procurement of commodities or services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given a preference, provided that the drug-free workplace program complies with §287.087, Florida Statutes, and any other applicable state law. An announcement of this preference may be included in the bid documents.

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P. Non-Discrimination.

Vendor shall not discriminate against any person in its operations, activities or delivery of services. Vendor shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.

Q. Non-Collusion.

A Bidder shall not collude, conspire, connive or agree, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the Bid has been submitted; or to refrain from bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

Section 3. It is the intention of the Town Council of the Town of Loxahatchee Groves, Florida that the provisions of this ordinance shall become and be made a part of the Town of Loxahatchee Groves Code of Ordinances. The sections of this ordinance may be renumbered or relettered and the word "ordinance" may be changed to "section," "article," or such other appropriate word or phrase in order to accomplish such intentions.

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Section 4. All ordinances inconsistent or in conflict herewith shall be and are hereby repealed insofar as there is conflict or inconsistency.

Section 5. If any section, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this ordinance.

Section 6. This ordinance shall become effective upon its passage and adoption by the Town Council.

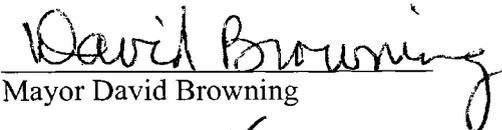
PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA ON THE FIRST READING THIS 18th DAY OF November, 2008.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA ON THE SECOND READING THIS 2nd DAY OF December, 2008.

TOWN OF LOXAHATCHEE GROVES,
FLORIDA

ATTEST:


TOWN CLERK or Authorized Representative


Mayor David Browning


Vice Mayor Herzog


Council Member Autrey

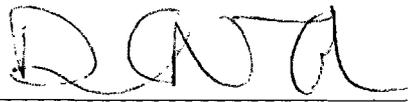
APPROVED AS TO LEGAL FORM:

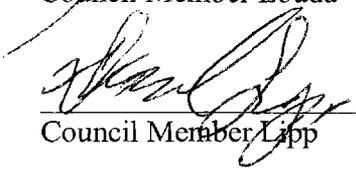
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Office of the Town Attorney


Council Member Louda

Council Member Lipp

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Purchasing Ordinance

- (a) Intent: All public purchases shall be made in such a manner as to invite and foster fair competition, to ensure procurement integrity and maximize the acquisition value of public funds while allowing for an efficient purchasing operation.
- (b) Definitions: As used in this Section, the following words, terms or phrases shall be defined as follows:
 - (1) *Addenda* means any written or demonstrative information issued prior to the opening of bids or proposals which clarify correct or change the bid or proposal documents.
 - (2) *Amendment* is a method of changing the terms and conditions or requirements of a contract beyond what is specifically allowed by contract. All amendments must be approved in the same manner as the original contract unless the amendment changes the price to an amount requiring a higher level of approval authority.
 - (3) *Award* means the acceptance of a quote, bid or proposal by the proper approval authority. The Town Council must award all contracts which exceed TWENTY FIVE THOUSAND DOLLARS (\$25,000).
 - (4) *Approval authority* is the designated authority under this Purchasing Code to approve Town purchases.
 - (5) *Bidder* is any person or entity who submits a bid in response to an Invitation to Bid.
 - (6) *Blanket purchase order* is a purchase order issued to a vendor against which multiple purchases may be made for a specified period of time. Blanket Purchase Orders are usually used for acquisition of small dollar value goods and/or services purchased on a repetitive basis.
 - (7) *Capital assets* include all tangible and intangible assets acquired for use in operations that will benefit more than one fiscal period (e.g., land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure and various intangible assets).
 - (8) *Competitive sealed bids* mean the response by bidders to an Invitation to Bid issued by the Town.

- (9) *Contract* means a binding agreement, enforceable by law, between two (2) or more parties for the purchase or sale of goods and/or services. A purchase order is a contract. Town contracts and or purchase orders shall be utilized for all purchases unless the purchase is under \$1,000.
- (10) *Contractor* means any person or entity having a contract with the Town of Loxahatchee Groves.
- (11) *Emergency purchase* means a procurement made in response to a need when the delay incident to complying with all governing rules, regulations, or procedures would be detrimental to the interests, health, safety, or welfare of the Town .
- (12) *Goods* include but are not limited to commodities, equipment, machinery, furniture, computers, vehicles, tools, material and other tangible property, which may be purchased, leased or otherwise contracted for by the Town .
- (13) *Invitation to bid* means a solicitation used in the formal competitive bid process to solicit sealed bids for the purchase of specified goods and/or services as required by this Ordinance or determined to be in the best interest of the Town.
- (14) *Local bidder* means a person or entity authorized to transact business in this state and having a place of business located within the Loxahatchee Groves service area at which it was actually transacting business for a minimum of one (1) year prior to the date when any competitive solicitation for a public contract is first advertised or announced.
- (15) *Local bidder preference* means the preference as more fully described herein given by the Town Council to bidders which have their place of business located within the Loxahatchee Groves service area.
- (16) *Minor irregularity* means a variation from the bid invitation terms and conditions which do not affect the price of the bid, give the bidder an unfair advantage over other bidders, or adversely impact the interests of the Town. A bidder may not modify its bid after opening; however, calculation or typographical errors may be corrected by the Town.
- (17) *Purchase order* is the primary means of purchasing goods and/or services for the Town. A purchase order is intended to provide some assurance that proper procedures are followed and all approvals have been obtained **prior** to placing the order for the goods and/or services. All Purchases Orders must be approved by Town Manager or his designee. Certain items do not require a purchase order and are listed under “Exceptions to the use of Purchase Orders” Section (d)(5)(e).

- (18) *Request for proposal* means a written solicitation for sealed proposals when the Town has not specifically defined the statement of work for which goods and/or services are required or when the Town has not established precise specifications defining the actual goods and/or services required. A request for proposal shall include, but is not limited to, the information required in an invitation to bid except that the identification and definition of the goods and/or services sought will be in more general terms.
- (19) *Request for qualifications* means a written solicitation for sealed proposals when the Town desires to purchase services based on the qualifications of the respondents but has not specifically defined the statement of work for which a service is required, but has specified the overall type of service required. For example, engineering services, legal services, and auditing services are all types of services that may be solicited for with a request for qualifications.
- (20) *Respondent* is a person or entity who submits a bid, quote, proposal or qualification in response to a Town request.
- (21) *Responsible bidder, quoter, proposer or respondent* means a person or entity who has submitted a bid, proposal, quotation, or response demonstrating the capability in all respects to fully perform the contract requirements and who has the integrity and reliability to provide reasonable assurance of good faith and performance. Such determination shall be in the sole discretion of the approval authority subject to the requirements of the solicitation.
- (22) *Responsive bidder, quoter, proposer, or respondent* means the person or entity who has submitted a bid, proposal, quotation, or response that conforms in all material respects to the solicitation. Such determination shall be in the sole discretion of the approval authority subject to the requirements of the solicitation.
- (23) *Rotating contractor list* means a list established by Purchasing every two (2) years consisting of at least three (3) **qualified** contractors that may be utilized by a Town on a rotating basis to make purchases of goods and/or services estimated to be \$2500 or less.
- (24) *Services* mean the rendering by a contractor of its time, labor, effort, professional expertise, consulting, insurance, maintenance, cleaning and other assistance used by the Town.
- (25) *Sole source purchase* is a purchase where there is **only** one (1) good and/or service that meets an essential requirement of the Town, as determined by a reasonable and thorough analysis of the marketplace, and that it is determined to be available from **only** one (1) source.

- (26) *Single source purchase* is a purchase from one selected supplier that for strategic and possibly cost reasons the Town decides to use only a specific supplier, even though there are other supplies that provide similar products.
- (27) *Vendor* means an actual or potential supplier of a good or service. A vendor can be a quoter, bidder, respondent, or proposer; however, upon execution of a contract with the Town, the vendor is referenced herein as a “contractor”.
- (c) *Capital Asset Purchases:* Capital Asset purchases shall comply with all purchasing requirements stated in this Purchasing Code and as may be required by Resolution setting forth other policies and procedures for purchasing Capital Assets.
- (1) All Capital Asset purchases with an original cost of FIVE THOUSAND DOLLARS (\$5,000) or more, including ancillary costs and with a useful life of one year or more will be capitalized for financial accounting purposes.
 - (2) *Monitored Expensed Assets Purchases:* Asset purchases with an original cost of ONE THOUSAND DOLLARS (\$1000) or more and less than FIVE THOUSAND DOLLARS (\$5,000), including ancillary costs and with a useful life of one year or more will be identified, and accounted for over the asset’s life.
 - (3) *Unmonitored Expensed Asset Purchases:* Asset purchases with an original cost of less than ONE THOUSAND DOLLARS (\$1000), including ancillary costs and with a useful life of one year or more that will not be monitored (e.g., chairs, cabinets, and bookcases), but will be included for insurance purposes.
- (d) *Authority to Purchase or Contract:* Unless specifically delegated within this Section, the authority to enter a contract and amend a contract, which includes extensions, modifications of material terms and terminations, on behalf of the Town of Loxahatchee Groves rests solely with the Town Council as the approval authority. Without Town Council approval to enter or amend a contract, the contract or amendment is void and unenforceable.
- (1) The Town Council shall approve in advance any purchase or contract having a value of TWENTY FIVE THOUSAND DOLLARS (\$25,000) or more and any amendment to such contract or any amendment that causes the amended purchase and/or contract to exceed a total of TWENTY FIVE THOUSAND DOLLARS (\$25,000) regardless of whether the original purchase or contract required Town Council approval. Such purchase or contract shall be awarded in accordance with Section (d) (6). Purchase and/or contract shall be reviewed, evaluated and approved by the Town Manager. This section shall not be applicable if the purchase qualifies as an emergency purchase, as described in Section (d) (5) (C).
 - (2) *Delegation of approval authority:* the Town Council delegates its approval authority to enter into contracts and/or purchases to the following staff as long as

sufficient budget appropriations are currently available for such contracts and or purchases:

- (A) Town Manager or his designee may make purchases not to exceed ONE THOUSAND DOLLARS (\$1000) without obtaining verbal or written proposals. However, in making this level of purchase Town Manager or designee should always make a conscientious effort to acquire goods and/or services at the lowest total cost to the Town.
 - (B) Purchases of greater than an estimated cost of ONE THOUSAND DOLLARS (\$1000) but less than or equal to FIVE THOUSAND DOLLARS (\$5000) shall require obtaining and documenting at least three (3) quotations by telephone. All such purchases shall be approved in advance by the Town Manager or his designee.
 - (C) Purchases of greater than an estimated cost of FIVE THOUSAND DOLLARS (\$5000) but less than TEN THOUSAND DOLLARS shall require at least three (3) written quotes. All such purchases shall be approved in advance by the Town Manager.
- (3) Purchase amounts shall not be divided or split to circumvent the approval authority.
 - (4) All contracts for real property (regardless of price), contracts involving exclusive rights or any other non-standard contracts shall require Town Council approval.
 - (5) Exceptions: variances from the standard purchasing procedures shall be handled as follows:
 - (A) Less than three (3) written quotes: when the Town Manager or his designee can only obtain two (2) written quotes or less for a purchase over FIVE THOUSAND DOLLARS (\$5000), but not exceeding TEN THOUSAND DOLLARS (\$10,000), written documentation must be submitted as to all of the steps taken to try to obtain three (3) written quotes, such documentation must include:
 - all persons or entities contacted
 - when contact was made with each
 - who made contact with each
 - each person's or entity's response

After it is determined that all requirements have been met then the documentation is submitted to Town Manager for approval

- (B) Blanket Purchase Order: the approval authority for a Blanket Purchase Order is the same as the approval authority for a purchase order or

contract depending on the anticipated annual total dollar amount of the Blanket Purchase Order. The use of a Blanket Purchase Order to circumvent the competitive pricing or bid procedure is prohibited. Blanket Purchase Orders may also be used for the purchase of goods and services for contracts that have been competitively bid and awarded by either the Town Manager or Town Council.

(C) Emergency purchases: in extreme emergencies, the Town Manager may bypass normal purchasing procedures and approve the purchase of those goods and/ or services necessary to remove or correct the emergency condition. Emergency purchases may be made when one or more of the following criteria apply:

- critical Town operations may be severely affected in an adverse manner
- creates a threat to public health, welfare or safety
- a delay in the procurement of goods and/or services is not in the public interest

Emergency purchases may not be used in place of a routine or recurring purchasing requirement, because of a lack of advance planning or to avoid seeking competitive quotes, bids, proposals or qualifications.

(1) If an emergency purchase is made for FIVE THOUSAND DOLLARS (\$5000) or more, the Town Manager or his designee may make such purchase without obtaining the required written quotes. Town Manager shall certify in writing within forty-eight (48) hours of the purchase all of the circumstances that justify the emergency purchase by completing an Emergency Purchase Form which shall include the reason for the emergency purchase, a description of the good and/or service being purchased, total cost of the purchase and if quotes were obtained, the vendors names and amounts of each quote, and shall also certify on the Emergency Purchase Form the purchase was a bona fide emergency purchase.

(2) If an emergency purchase is required that exceeds FIVE THOUSAND DOLLARS (\$5,000) but less than TEN THOUSAND DOLLARS (\$10,000), the user Department Director with prior written authorization from the Director of Finance and Town Manager, may make such purchase without obtaining the required written quotes. The user Department Director shall certify in writing the circumstances that justify the emergency purchase before the purchase is authorized by completing an Emergency Purchase Form which shall include the reason for the emergency purchase, a description of the good and/or service being

purchased, total cost of the purchase and if quotes were obtained, the vendors names and amounts of each quote. Both the Director of Finance and Town Manager shall also certify on the Emergency Purchase Form the purchase was a bona fide emergency purchase.

- (3) If an emergency purchase is required that has a value of TEN THOUSAND DOLLARS (\$10,000) or more, the Town Manager or his designee with the prior written authorization Town Council, may make such purchase without formal publication and issuance of an invitation to bid, request for proposal or request for qualifications. The Town Manager or designee shall obtain as many competitive verbal or written quotes from potential contractors as time permits. The Emergency Purchase Form shall include the reason for the emergency purchase, a description of the good and/or service being purchased, total cost of the purchase and listing all verbal or written quotes by vendor name and amount of each quote. The Emergency Purchase Form shall be submitted prior to the purchase and shall require additional certification of the Town Manager. Such emergency purchase and written certification shall be submitted to the Town Council for approval or ratification on a timely basis.

Note: If an executive order is issued by the Governor of the State of Florida for an incident relating to the Town of Loxahatchee Groves, all emergency purchase documentation regardless of the amount of the purchase shall document that the purchase is related to an executive order that has been issued by the Governor of the State of Florida. The Town Manager shall declare when and if the Departments shall begin tracking emergency purchases as “incident related purchases”.

Note: If the Federal Emergency Management Agency (FEMA) declares an incident period affecting the Town of Loxahatchee Groves, all emergency purchase documentation regardless of the amount of the purchase shall document that the purchase is related to an incident as declared by FEMA. If the incident is named the documentation shall specify the named incident the purchase is related to. The Town Manager shall declare when and if the Departments shall begin tracking emergency purchases as “incident related purchases”.

(D) Sole source purchase requires:

- (1) Written documentation, the Town Manager or his designee justifying why the requested good and/or service is the **only** one

(1) that will meet the Town's specific need or that the good and/or service is required in order to prevent voiding the warranty.

- (2) Written documentation from the potential vendor/supplier stating that they are the **only** source of supply for the requested good and/or service. If the potential vendor/supplier is not the manufacturer, additional written documentation must be provided in which the manufacturer attests that the potential vendor/supplier is their sole supplier for the requested good and/or service.

A sole source purchase cannot be justified on the basis of quality or price, as quality can be a subjective evaluation based on individual opinion, and price considerations must be evaluated by competitive bidding or competitive quotes. If there is more than one (1) good and/or service that will perform essentially the same function under essentially the same conditions as the requested good and/or service, a sole source is deemed not to exist.

- (E) Piggyback purchases occur when the Town desires to utilize an existing contract between a person or entity and another governmental agency or a recognized governmental-related association without the necessity of obtaining written quotes or publishing an invitation to bid, request for proposal or request for qualifications. The Town may "Piggyback" a contract with substantially the same terms and conditions as the existing contract. This may be done providing that the originating governmental agency or governmental-related association utilized a competitive process similar to the Town's; that substantially the same terms and conditions are extended to the Town; the "Piggyback" contract must be received by the Town and reviewed by the Town Manager and Town Attorney; and the contract terms and conditions are accepted by the Town. Some terms and conditions of the existing contract may be modified by the Town so long as they do not substantially change the purchase. The purchase order or contract must include the originating entity, the contract number, expiration date of the contract, and the name and phone number of the contract's administrator.

- (1) For piggyback contracts less than TEN THOUSAND DOLLARS (\$10,000), the Town Manager or his designee certifies in writing that the governmental agency or governmental-related association's contract substantially meets the requirements of the Town, offers a competitive price and was awarded through the governmental agency or governmental-related association's own competitive purchasing procedures; and,
- (2) For piggyback contracts having a value of TEN THOUSAND DOLLARS (\$10,000) or more, in addition to the requirements in

Section (d)(5)(E)(1), the Town Manager certifies in writing to the best of his or her knowledge that:

- utilizing the other governmental agency or governmental-related association's contract is in the best interest of the Town ; and
- all other requirements of this Purchasing Ordinance have been adhered to.

Piggyback contracts estimated to have an annual value of TEN THOUSAND DOLLARS (\$10,000) or more shall be subject to Town Council approval.

(F) Exempt purchases: certain recurring or one time purchases or expenditures may be exempt from the competitive bidding process and normal purchase procedures because of unique circumstances. These purchases or expenditures include:

- water, sewer, electrical, telephone, and other utility services where competition is not available
- dues and memberships in professional organizations, seminars, registrations, and fees associated with such activities
- subscriptions to periodicals
- advertisements for legal, promotional or informative matters
- postage
- insurance premiums
- food service and retail leases and concessions
- vending machines
- goods purchased with petty cash in accordance with established Town procedures
- legal services, expert witnesses, court reporter services, and other expenses pertaining to claims or litigation
- lobbyist and any other unique or specialized professional consulting services except those subject to the Consultants Competitive Negotiations Act
- abstracts of titles or appraisals for real property
- artists, artistic services, music ensembles and related services for entertainment
- licensed computer software where competition is not reasonably available
- licensed computer software maintenance renewals
- services or commodities provided by governmental agencies or governmental-related associations
- full or part-time contractual services
- temporary personnel

- debt service costs and agent fees
- emergency drug screens and physicals
- payroll generated payments (e.g. child support, etc.)
- certain refunds and reimbursements (e.g. deposits, etc.)
- repairs and services on proprietary equipment or warranty services on such equipment
- other similar payments as approved by Town Manager

The foregoing purchase or expenditures shall, where possible, be competitively procured by the Town.

The foregoing purchases or expenditures require the approval of the Town Manager or his designee. Funds must be budgeted and available before the purchase or expenditure can be made.

- (G) Local Bidder Preference: In any award of Bid, the Town Council may give preference to a local bidder's bid, if and only if, the local bidder is determined to be a responsive and responsible bidder and the local bidder's bid is determined to be within ten (10) percent or TEN THOUSAND DOLLARS (\$10,000), whichever is less, of the lowest, responsive and responsible bid.
 - (H) Rotating Contractor List may be established in order to satisfy certain recurring goods and/or services. All rotating contractor lists shall be established by the Town Manager or his designee. Town Manager or his designee shall choose at least three (3) of the responsible bidders or respondents, if available, who provided the lowest and most responsive quote, bid, proposal or qualifications. The term of any rotating contractor list shall not exceed two (2) years. The Town Manger or his designee shall ensure that the contractors on the list receive equal opportunity to provide the required goods and/or services to the Town. Routine failure of any of the contractors to provide the required goods and/or services will be documented and cause that contractor to be removed from the rotating contractor list by the Town Manager.
- (6) Invitation to Bid, Request for Proposals or Request for Qualifications: Purchases having a value of TWENTY FIVE THOUSAND DOLLARS (\$25,000) or more shall be made by Invitation to Bid, Request for Proposals or Request for Qualifications.
- (1) Invitations to Bid require all of the following:
 - (A) Specifications shall be prepared by the Town Manager or his designee. Specifications shall be written in a manner to ensure for an open and competitive bid process.

- (B) Invitation to Bid is coordinated by the Town Manager or his designee which shall include instructions to bidders, identification and definition of the goods and/or services sought; applicable plans, drawings, specifications, or statement of work; identification of the location, date and hour of the due date for the bids; identifying the location, date and hour of the public bid opening, and identification of the evaluation criteria for determining the successful bidder. Terms and conditions may include, but not be limited to, the requirement of insurance or surety.
- (C) Public notice of the Invitation to Bid shall be published as required by Florida Statute 255.0525(2) in a newspaper of general circulation in the Town or Palm Beach County and may be posted on the Town 's website and/or Town bulletin board.
- (D) Bid Submission. Bids should state the name and address of the bidder on the outside of the envelope, package or container, and must be received no later than the time and date and at the location specified for bid opening in the Invitation to Bid. No bids shall be accepted after such time and date or at any location other than specified, and any bids received later or at any location other than specified shall be returned unopened to the bidder.
- (E) Bid opening. Bids shall be opened publicly at the date, time and location specified in the Invitation to Bid. The name of each bidder and bid amount shall be stated and such other relevant information shall be recorded.
- (F) Bid cancellation. The Town reserves the right to cancel any bid.
- (G) Corrections, additions to and withdrawal of bids.
 - (1) The following shall govern the correction of information submitted in a bid when that information is a determinant of the responsiveness of the bid:
 - (a) Errors in the extension, addition or multiplication of unit prices stated in bid or in multiplication, division, addition, or subtraction in a bid shall be corrected by the Town Manager or his designee prior to award recommendation. However, actual unit prices included in the bid shall not be changed under this or any other circumstance.
 - (b) No bidder shall be permitted to correct a bid mistake after bid opening.

(c) Nothing herein is intended to prohibit the acceptance of a voluntary reduction in price from the lowest responsive, responsible bidder after bid opening, provided such reduction is not conditioned on, or does not result in, the modification or deletion of any specification or conditions contained in the Invitation to Bid or after the determination of which bidder is to be awarded the bid or portion thereof.

(2) A bidder who has made a clearly evident mistake of fact may be permitted to withdraw his/her bid only when it is determined by the Town Manager that there is reasonable proof that such a mistake was made. However, if a bidder unilaterally withdraws his/her bid without permission after bid opening, the Town Manager may suspend the bidder for up to two (2) years from the date of the unilateral withdrawal. Further, if the apparent lowest responsive, responsible bidder has made a mistake of any kind in a lump sum construction-related bid, the bid bond shall not be returned.

(H) Bid evaluation.

(1) The Town reserves the right to accept or reject any and all bids and to make award to the lowest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid and whose award will, in the opinion of the Town be in the best interest of and most advantageous to the Town.

(2) A bid shall be considered responsive only if it conforms to the requirements of the Invitation to Bid.

(3) Information in a bid that concerns the responsibility of the bidder shall not necessarily be considered conclusive at the time of bid opening.

(a) Factors to be considered in determining whether the standard of responsibility has been met may include, but not be limited to, whether a bidder has:

- the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them,

necessary to indicate its capability to meet all contractual requirements;

- a satisfactory record of performance and experience;
- a satisfactory record of integrity;
- the capacity to legally contract with the Town ; and
- supplied all necessary information in connection with the inquiry concerning responsibility, including but not limited to any licenses, permits, or organization papers required.

(b) The bidder shall supply information requested by the Town concerning the responsibility of such bidder. If such bidder fails to supply the requested information, the Town shall base the determination of responsibility upon available information and may find the bidder non-responsible.

(c) The Town Manager may determine the information submitted concerning the responsibility of the bidder is so inadequate as to warrant a recommendation of rejection of the bid based upon a lack of demonstrated responsibility on the part of the bidder.

(d) Pursuant to the particular solicitation, the Town Manager, after bid opening, may request additional information of the bidder concerning his responsibility to perform. The Town Manager shall consider this and all other information gained prior to award recommendation to the Town Council.

(I) The Town Manager shall recommend to the Town Council which bidder or bidders in his or her opinion is the lowest, most responsive and responsible bidder or bidders, or may recommend that the Town Council reject all bids, cancel the Invitation to Bid and/or re-issue the Invitation to Bid.

(J) The Town Council has the ultimate authority to make an award to the bidder or bidders whom the Town Council determines in its sole discretion is the lowest, most responsive and responsible bidder or bidders, or it may reject all bids, cancel the Invitation to Bid and/or re-issue the Invitation to Bid or take such further action as is deemed appropriate in the sole discretion of the Town

Council. The reasons for rejecting bids and cancelling solicitations shall be stated by the Town Council.

(K) The Town Council has the authority to waive all minor irregularities on any and all bids except timeliness and other matters that would provide an unfair competitive advantage.

(2) Requests for Proposals require all of the following:

(A) A general statement of work shall be prepared by the Town. A general statement shall be written in a manner to ensure for an open and competitive bid process.

(B) Request for Proposal is coordinated by the Town Manager or his designee identifying the date, time and place that the sealed proposals must be received by the Town; the date and time of opening the sealed proposals; and setting forth the general statement of work or disclose where the general statement of work may be obtained or examined. The Request for Proposal should also contain a list of selection factors to be used by the Town in determining the successful proposer.

(C) Public notice of the Request for Proposal shall be published as required by Florida Statute 255.0525(2) in a newspaper of general circulation in the Town or Palm Beach County and may be posted on the Town's website and/or Town bulletin.

(D) The Town Manager or selection committee, if established, shall recommend to the Town Council which proposal or proposals offer the most advantageous opportunity to the Town or whether the Town Council should reject all proposals, cancel the Request for Proposal and/or re-issue the Request for Proposal.

(E) The Town Council has the ultimate authority to make an award to the respondent whom the Town Council determines in its sole discretion offers the most advantageous opportunity to the Town, or to reject all proposals, cancel the Request for Proposals and/or re-issue the Request for Proposal, and take such further action as is deemed appropriate in the sole discretion of the Town Council. The reasons for rejecting bids and cancelling solicitations shall be stated by the Town Council.

(F) The Town Council has the authority to waive all minor irregularities on any and all proposals except timeliness and other matters that would provide an unfair competitive advantage.

- (3) Requests for Qualifications require all of the following:
- (A) A general statement of work and required qualifications shall be prepared by the Town. The general statement shall be written in a manner to ensure an open and competitive bid process.
 - (B) Request for Qualifications is coordinated by the Town Manager or his designee identifying the date, time and place that the sealed qualifications must be received by the Town; the date and time of opening the sealed qualifications; and setting forth the general statement of work or disclose where the general statement of work may be obtained or examined. The Request for Qualifications should also contain a list of selection factors to be used by the Town in determining the successful proposer.
 - (C) If the Request for Qualifications is for services identified in Florida's Consultant's Competitive Negotiation Act ("CCNA" hereafter), §287.055, Florida Statutes, the Request for Qualifications shall refer to the CCNA and shall utilize the procedures established in the CCNA.
 - (D) Public notice of the Request for Qualifications shall be published as required by Florida State Statute 255.0525(2) in a newspaper of general circulation in the Town or Palm Beach County and may be posted on the Town's website and/or Town bulletin.
 - (E) The Town Manager or selection committee, if established, shall recommend to the Town Council which qualified respondent or respondents present the most advantageous opportunity to the Town, or shall recommend to the Town Council that it reject all respondents, cancel the Request for Qualifications and/or re-issue the Request for Qualifications.
 - (F) The Town Council has the ultimate authority to make an award to the most qualified respondent or respondents whom the Town Council determines in its sole discretion offer the most advantageous opportunity to the Town or to reject all respondents, cancel the Request for Qualifications and/or re-issue the Request for Qualifications, and take such further action as is deemed appropriate in the sole discretion of the Town Council.
 - (G) The Town Council has the authority to waive all minor irregularities on any and all responses except timeliness and other matters which would provide an unfair competitive advantage.

(4) Bidder Protests.

- (A) Right to protest: Any actual respondent who has a grievance in connection with an Invitation to Bid, request for proposals, request for qualifications or other purchasing solicitation may protest such purchase. Recommended awards less than TEN THOUSAND DOLLARS (\$10,000) cannot be protested.
 - (B) Procedure: A protest must be in writing and shall state the reason for the protest. The written protest shall be submitted to the Town Manager within seven (7) calendar days of the first date that the aggrieved party knew or should have known of the facts giving rise to the protest. The Town Manager after consultation with the Town Attorney shall review such protest and shall issue a written decision as soon as practicable after such review is completed. The decision of the Town Manger may be appealed in writing to the Town Council within seven (7) calendar days after the date of the Town Manager's written decision. The decision of the Town Council shall be final. An appeal of the decision of the Town Council shall be to the appropriate court in the Fifteenth Judicial Circuit, Palm Beach County, Florida.
 - (C) Stay of procurement during protest: A purchase which is the subject of a timely protest shall be stayed until a written decision by the Town Manager is made and the time for appeal to the Town Council has expired. If an appeal is made to the Town Council, the purchase shall be stayed until a final decision by the Town Council has been made. This provision shall not apply if the Town Council makes a determination that the execution of a contract without delay is necessary to protect substantial interests of the Town. Scheduled respondent presentations or conferences shall not be stayed by such protest.
 - (D) Remedies for purchases in violation of law: If the Town Manager, after consultation with the Town attorney, determines that a purchase whether protested or not is in violation of federal, state, or local law, then the purchase shall be canceled or revised to comply with applicable law.
- (e) *Procedural requirements:* Other specific procedural requirements necessary for accomplishing purchases in accordance with this Purchasing Ordinance shall be developed by the Town Manager or his designee.

- (f) *Public construction bond:* All Town public construction projects that are estimated to exceed two hundred thousand dollars (\$200,000), shall require that the contractor obtain a public construction payment and performance bond or other acceptable alternate form of security in accordance with § 255.05, Florida Statutes, as amended from time to time. The bond must be obtained, recorded in official records of Palm Beach County and copy provided to the Town prior to the contractor commencing any work for the Town. The Town Council in its sole discretion may require public construction payment and performance bonds, other bonds and/or other security on any Town project estimated to cost less than two hundred thousand dollars (\$200,000).
- (g) *Authorized purchases:* Any person authorized to make purchases under this Purchasing Ordinance shall make such purchases in accordance with the rules and regulations established in the Florida Code of Ethics for Public Officers and Employees, Ch. 112, Florida Statutes and the Palm Beach County Code of Ethics.
- (h) *Violations:* Violation of any provision of this Purchasing Ordinance may result in termination of purchasing authority and/or disciplinary action taken in accordance with the Town policies. Any violation of this Purchasing Ordinance may also result in the Town Council refusing to ratify a purchase or in the Town Council rescinding its approval of a purchase. Any person who knew or should have known that a purchase was made in violation of this Purchasing Ordinance may be held personally liable for that purchase.