

**TOWN OF LOXAHATCHEE GROVES**  
TOWN HALL COUNCIL CHAMBERS  
**TOWN COUNCIL WORKSHOP MEETING AGENDA**

**JUNE 20, 2023**

**Community Discussion Meeting 6:00-6:30 PM (Non-Agenda Items Workshop)**



**Laura Danowski, Mayor (Seat 2)**

**Phillis Maniglia, Councilmember (Seat 1)**

**Robert Shorr, Vice Mayor (Seat 4)**

**Marianne Miles, Councilmember (Seat 3)**

**Margaret Herzog, Councilmember (Seat 5)**

**Administration**

Town Manager, Francine L. Ramaglia  
Town Attorney, Elizabeth Lenihan, Esq.  
Town Clerk, Lakisha Q. Burch  
Public Works Director, Larry A. Peters, P.E.

**Civility:** Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That is why we say "Character Counts" in the Town of Loxahatchee. Civility is practiced at all Town meetings.

**Special Needs:** In accordance with the provisions of the American with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall within three business days prior to any proceeding, contact the Town Clerk's Office, 155 F Road, Loxahatchee Groves, Florida, (561) 793-2418.

**Quasi-Judicial Hearings:** Some of the matters on the agenda may be "quasi-judicial" in nature. Town Council Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire (a preliminary examination of a witness or a juror by a judge or council) by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. An unsworn comment will be given its appropriate weight by the Town Council.

**Appeal of Decision:** If a person decides to appeal any decision made by the Town Council with respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

**Consent Calendar:** Those matters included under the Consent Calendar are typically self-explanatory, non-controversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any Town Council Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a Town Council Member, or by any member of the public desiring it to be heard, without a motion.

## **TOWN COUNCIL AGENDA ITEMS**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **MOMENT OF SILENCE**

### **ROLL CALL**

### **ADDITIONS, DELETIONS AND MODIFICATIONS**

### **COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**

Public Comments for all meetings may be received by email, or in writing to the Town Clerk's Office until 6:00 PM on the day of the meeting. Comments will be "received and filed" to be acknowledged as part of the official public record of the meeting. Town Council meetings are live-streamed and close-captioned for the general public via our website, instructions are posted there.

## **PRESENTATION AND DISCUSSION**

1. Presentation from the Commission on Ethics by Ms. Gina Levesque.
2. Presentation of Quarterly Reports by the following:
  - a. Planning and Zoning- James Fleischmann from Land Research Management (*report only*)
  - b. Node0 (*report only*)
  - c. SafeBuilt- Maria Pineda, Account Manager and William Hudson, Regional Manager-East Florida
  - d. Palm Beach County Fire Rescue
  - e. Palm Beach County Sheriff's Office- Capt. Turner (*only does monthly report*)
  - f. Code Enforcement- Mario Matos, Code Enforcement Official
  - g. Public Works Department- Larry Peters, Director of Public Works
  - h. Town Attorney- Elizabeth Lenihan, Town Attorney
  - i. Finance- Chris Wallace from Munilytics (*will present at meeting*)
3. Presentation of the Resilient Florida Grant Scope by Randy Wertepny of Keshavarz and Associates.
4. Presentation of the Capital Improvement Plan and Funding by Chris Wallace from Munilytics.
5. Discussion of Council Priorities.

## **TOWN STAFF COMMENTS**

**Town Manager**

**Town Attorney**

**Public Works Director**

**Town Clerk**

## **TOWN COUNCILMEMBER COMMENTS**

**Councilmember Phillis Maniglia (Seat 1)**

**Councilmember Marianne Miles (Seat 3)**

**Councilmember Margaret Herzog (Seat 5)**

**Vice Mayor Robert Shorr (Seat 4)**

**Mayor Laura Danowski (Seat 2)**

## **ADJOURNMENT**

### **Comment Cards**

Anyone from the public wishing to address the Town Council, it is requested that you complete a Comment Card before speaking. Please fill it out completely with your full name and address so that your comments can be entered correctly in the minutes and given to the Town Clerk. During the agenda item portion of the meeting, you may only address the item on the agenda 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 comments. Any person who decides to appeal any decision of the Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which included testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodation in order to participate should contact the Town Clerk's Office (561-793-2418), at least 48 hours in advance to request such accommodation.



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 1**

**TO: Town Council of Town of Loxahatchee Groves**  
**FROM: Francine L. Ramaglia, Town Manager**  
**DATE: June 20, 2023**  
**SUBJECT: Presentation from the Commission on Ethics from Ms. Gina Levesque**

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**Background:**

Presentation will be given by Ms. Gina Levesque, Intake and Compliance Manager from the Palm Beach County Commission on Ethics.



155 F Road Loxahatchee Groves, FL 33470

## Agenda Item # 2

**TO:** Town Council of Town of Loxahatchee Groves

**FROM:** Francine L. Ramaglia, Town Manager

**DATE:** June 20, 2023

**SUBJECT:** Presentation of Quarterly Reports

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### Background:

Presentations of the Quarterly Reports will be given by the following:

- a. Planning and Zoning- James Fleischmann from Land Research Management (*report only*)
- b. Node0 (*report only*)
- c. SafeBuilt- Maria Pineda, Account Manager and William Hudson, Regional Manager-East Florida
- d. Palm Beach County Fire Rescue
- e. Palm Beach County Sheriff's Office – Capt. Turner (*only does monthly*)
- f. Code Enforcement- Mario Matos, Code Enforcement Official
- g. Public Works Department- Larry Peters, Director of Public Works
- h. Town Attorney- Elizabeth Lenihan, Town Attorney
- i. Finance- Chris Wallace from Munilytics (*will present at meeting*)

**LRM PLANNING AND ZONING PROJECTS MARCH, APRIL AND MAY 2023**

A. Evaluation and Appraisal Comprehensive Plan Revision

B. Site Approvals

1. Piquet (Paintball) Settlement Agreement and Tree Removal Permit;
2. Tetro Historical Legacy Special Exception application;
3. 1417 Collecting Canal Tree Removal Permit;
4. Big Dog Ranch Site Plan Amendment;
5. Groves Town Center Phase II Tree Removal Permit;
6. AG Market Administrative Site Plan Amendment; and
7. 13288 Compton Road Tree Waiver and Tree Removal Permit.

C. Miscellaneous Planning and Zoning Projects

1. Loxahatchee Groves Commons driveway issue;
2. Groves Town Center trail sign locations and status workshop; and
3. Lockhart Self-Storage cross access agreement and Tangerine Drive paving.

D. Code Enforcement – After-the-Fact Clearing Permits

1. 14803 April Drive;
2. 14599 Collecting Canal;
3. 14025 Tangerine Drive;
4. 15211 Okeechobee Blvd;
5. 13288 Compton Road; and
6. 14803 April Drive.

E. Fee-Based Applications

1. Tree Removal Exemptions – 16
2. Tree Removal Waiver Approvals – 7
3. Street Address Assignment – 1
4. Lot Split or Combination – 4
5. Zoning confirmation Request - 1

F. Planner-On-Call Telephone Responses – 95

G. Planner-On-Call Meetings with Property Owners, Agents, Manager, Town Staff, etc. - 25

**Equipment**

-We have updated two computers for Town Hall and Public works users with Larry Peters and Jeff Kurtz. As well we will be upgrading the SCADA computer to a more modern machine than was previously used by the former IT providers.

-The Inventory listing for outdated equipment is ongoing but should be finished by July.

**Software**

-KnowBe4's implementation has been pivotal for increased cybersecurity and we are seeing more and more improvements from town users avoiding phishing scams and the like.

**Network and Security**

-We will be doing an overhaul/update of all the network setup at Public Works to make it faster and more reliable than previously done which will help with overall quality of life for users there.

-Since we have taken over we have seen no actual viral threats or malignant software take hold of any machine or system within the Loxahatchee Groves network.

Item 2c

Category Group	Service Category	Service Subcategory	Permits Iss	Inspection	Inspection	Inspection	Inspection	Inspection	Inspection	Inspection	Inspection	Inspections Failed	Other
Commercial	Commercial New		0	36	23	1	63.89%	13	0	0	0	9	
		Commercial Building New	2	0	0	0	0.00%	0	0	0	0	0	
		<b>Total</b>	<b>2</b>	<b>36</b>	<b>23</b>	<b>1</b>	<b>63.89%</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	
	Commercial Alteration		0	1	1	0	100.00%	0	0	0	0	0	
		Commercial Alteration	1	0	0	0	0.00%	0	0	0	0	0	
		<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>100.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	Commercial Miscellaneous		0	0	0	0	0.00%	0	0	0	0	0	
		Business Tax Permit	17	0	0	0	0.00%	0	0	0	0	0	
		Commercial Fence 2	1	0	0	0	0.00%	0	0	0	0	0	
		Commercial Fire Alarm	2	0	0	0	0.00%	0	0	0	0	0	
		Commercial Fire Sprinklers	1	0	0	0	0.00%	0	0	0	0	0	
Commercial Low Voltage		0	0	0	0	0.00%	0	0	0	0	0		
		<b>Total</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		<b>Total</b>	<b>24</b>	<b>37</b>	<b>24</b>	<b>1</b>	<b>64.86%</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	
Residential	Residential Alteration		0	40	32	3	80.00%	8	0	0	0	5	
		New	1	0	0	0	0.00%	0	0	0	0	0	
		Other	0	0	0	0	0.00%	0	0	0	0	0	
		Residential - Addition	0	0	0	0	0.00%	0	0	0	0	0	
		Residential Accessory Bldg	3	0	0	0	0.00%	0	0	0	0	0	
		Residential Alteration	0	0	0	0	0.00%	0	0	0	0	0	
		Residential Demolition	1	0	0	0	0.00%	0	0	0	0	0	
		Residential Driveway Asphalt	1	0	0	0	0.00%	0	0	0	0	0	
		Residential Fence	0	0	0	0	0.00%	0	0	0	0	0	
		Residential Gas Tank	0	0	0	0	0.00%	0	0	0	0	0	
	Residential Generator	0	0	0	0	0.00%	0	0	0	0	0		
	Residential Solar Pv	0	0	0	0	0.00%	0	0	0	0	0		
		<b>Total</b>	<b>6</b>	<b>40</b>	<b>32</b>	<b>3</b>	<b>80.00%</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	
	Residential Miscellaneous		0	51	49	0	96.08%	2	0	0	0	0	
		Floodplain	9	0	0	0	0.00%	0	0	0	0	0	
		New	2	0	0	0	0.00%	0	0	0	0	0	
		Other	9	0	0	0	0.00%	0	0	0	0	0	
		Residential Electrical Miscellaneous	3	0	0	0	0.00%	0	0	0	0	0	
		Residential Fence	4	0	0	0	0.00%	0	0	0	0	0	
		Residential Gas Line	1	0	0	0	0.00%	0	0	0	0	0	
		Residential Generator	2	0	0	0	0.00%	0	0	0	0	0	
Residential Solar Pv		1	0	0	0	0.00%	0	0	0	0	0		
Residential Structural Miscellaneous		0	0	0	0	0.00%	0	0	0	0	0		
Residential Water Heater	1	0	0	0	0.00%	0	0	0	0	0			
	<b>Total</b>	<b>32</b>	<b>51</b>	<b>49</b>	<b>0</b>	<b>96.08%</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
Residential New		0	19	19	0	100.00%	0	0	0	0	0		
	Single Family Residence	2	0	0	0	0.00%	0	0	0	0	0		
	<b>Total</b>	<b>2</b>	<b>19</b>	<b>19</b>	<b>0</b>	<b>100.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>Total</b>	<b>40</b>	<b>110</b>	<b>100</b>	<b>3</b>	<b>90.91%</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>		
Miscellaneous	Other	<b>Total</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>0</b>	<b>50.00%</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	
	Undetermined	<b>Total</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>66.67%</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	
	Zoning	<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
	<b>Total</b>	<b>13</b>	<b>12</b>	<b>7</b>	<b>0</b>	<b>58.33%</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>		
<b>Total</b>			<b>77</b>	<b>159</b>	<b>131</b>	<b>4</b>	<b>82.39%</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>	

Applied filters:is\_bookofbusiness is TruePerson Displayname3 is Maria PinedaAccount Name is Loxahatchee Groves, FL, Town ofmonth\_year is Jun - 2023, May - 2023, or Apr - 2023





TRANSFORMING COMMUNITY DEVELOPMENT

## Q2 Review Loxahatchee Groves, Florida

Maria Pineda, Account Manager

Bill Hudson, Regional Manager- East Florida

June 20th, 2023



# What to Expect

- ✓ Previous Quarter Recap
- ✓ Scope Review
- ✓ Measuring Success
- ✓ Our Performance
- ✓ Looking Forward



## Scope Review

### Services Provided At Loxahatchee Groves:

#### Full Building Department Services

- Building Official
- Plan Review
- Building, Electrical,  
Plumbing and  
Mechanical Inspections
- Permit Tech Services



# Previous Quarter Recap Q1

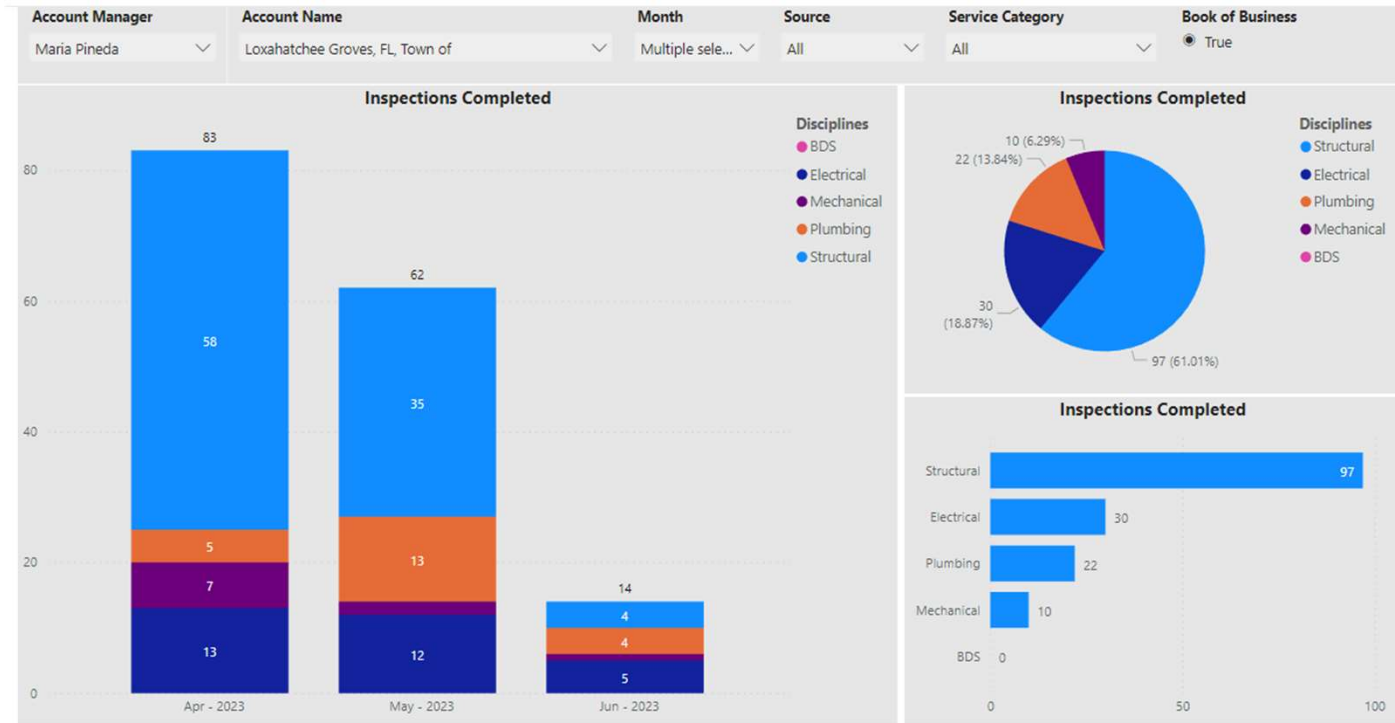
Completed Action Items	Outstanding Action Items	Wins
<ul style="list-style-type: none"><li>• Inspections were conducted on time</li><li>• Transition of new Building Official</li></ul>	<ul style="list-style-type: none"><li>• Working on incorporation of standards and procedures</li><li>• New permit tech staff</li></ul>	<ul style="list-style-type: none"><li>• Contract renewal</li><li>• Town is satisfied with Ed</li></ul>

# Measuring Success – Inspections completed for Q2 April, May and June (up to 6/7/23)

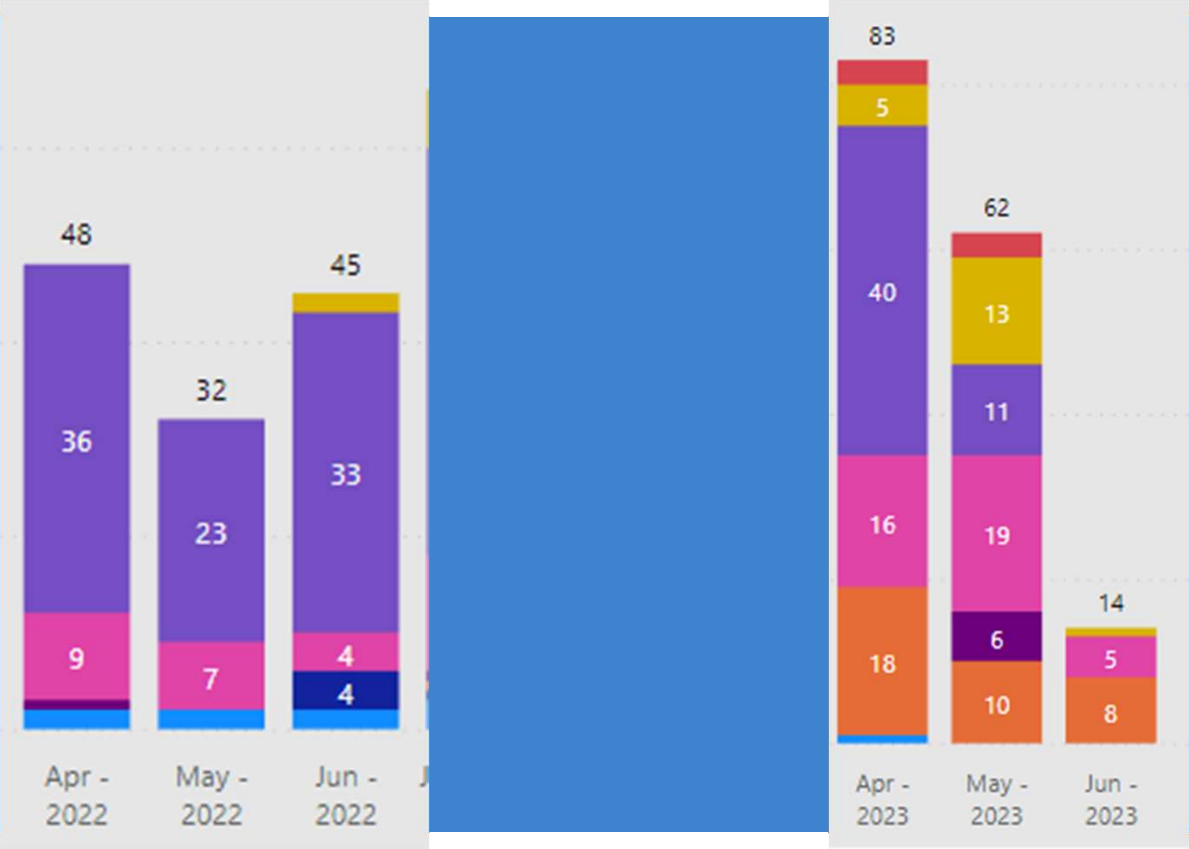
**April 2023**  
Total # permits 39  
Total # inspections completed 83

**May 2023**  
Total # permits 33  
Total # inspections completed 62

**June 2023**  
Total # permits 5  
Total # inspections completed 14



# Comparison of Inspections completed for Q2 of 2022 and 2023

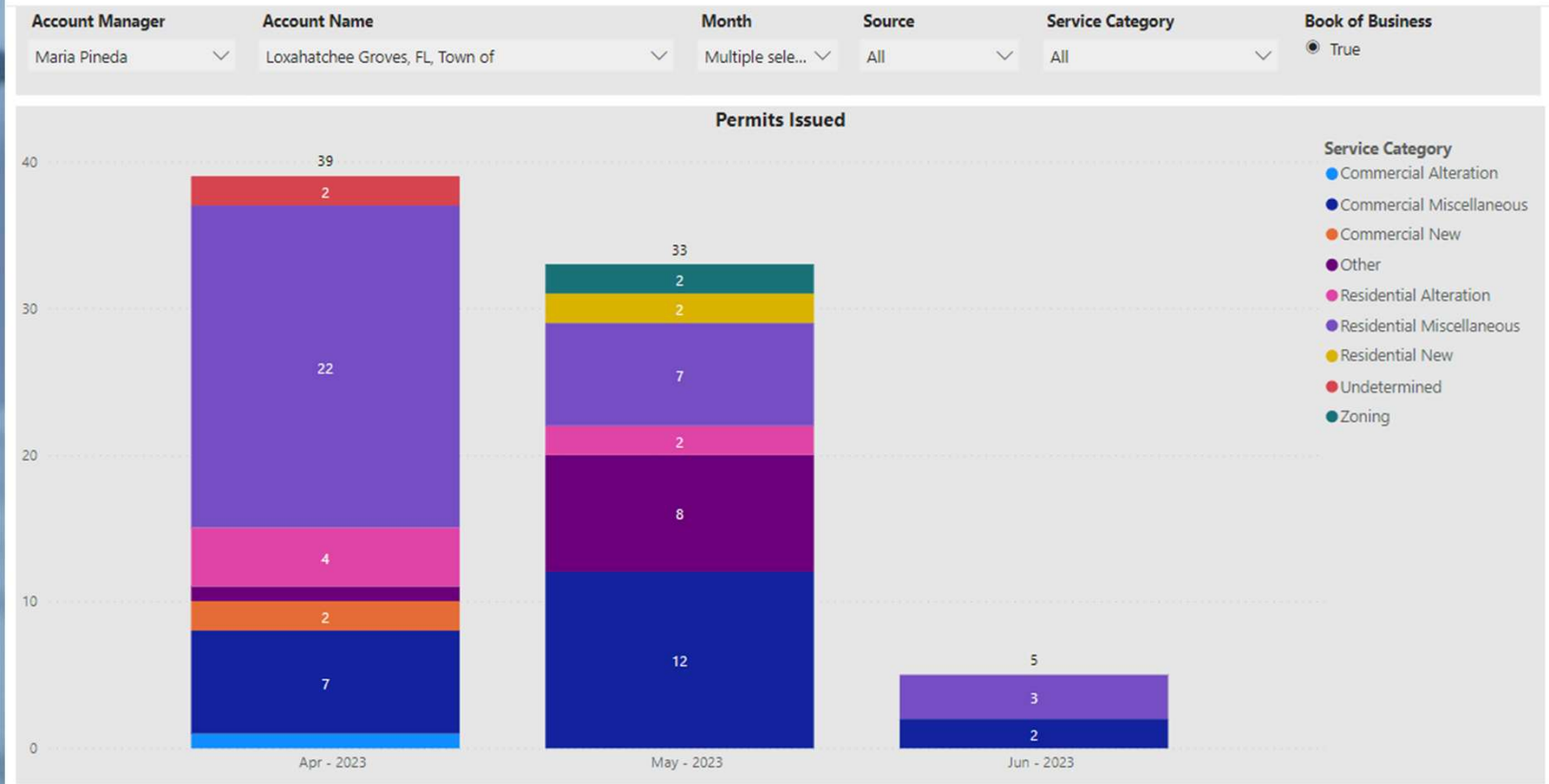


Service Category

- Commercial Alteration
- Commercial Miscellaneous
- Commercial New
- Other
- Residential Alteration
- Residential Miscellaneous
- Residential New
- Undetermined

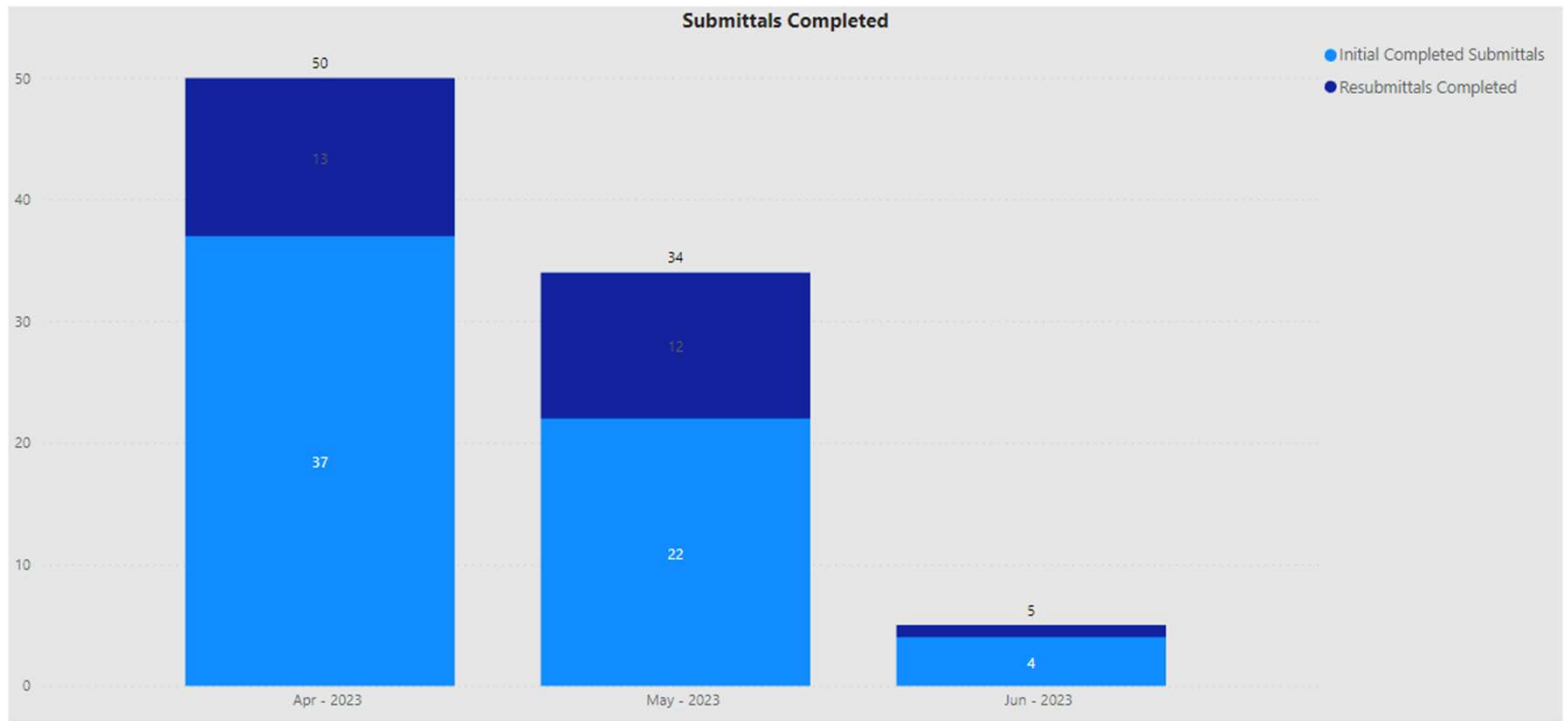
- In 2022 there were more residential misc. inspections.
- 2022 has fewer commercial inspections than 2023
- The volume of inspections have gone up in 2023
- 2023 has a variety of inspections

# Measuring Success – Permits issued for Q2 April, May and June (up to 6/7/23)



# Measuring Success – Submittals Completed for Q2 April, May and June (up to 6/7/23)

Account Manager	Account Name	Month	Source	Service Category	Book of Business
Maria Pineda	Loxahatchee Groves, FL, Town of	Multiple sele...	All	All	<input checked="" type="radio"/> True



# Looking Forward- Action Plan

Action Item	
Work with Town to supply the growing needs.	
Provide a replacement for Permit Tech	
Continued refinement of Customer Service	
Continue to provide metrics to Manager for Council Update	



# Wrap Up





6/13/2023

Item 2.

# Palm Beach County Fire Rescue

## Loxahatchee Groves Response Time Report

### 20230301 to 20230612

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Oncene	Close	Disp Hand	Turnout	Travel	Resp Time*
<b>Emergency Calls:</b>														
F23043080	21	Brush Fire	C RD LOX	03/03/2023		13:42:13	13:42:41	13:44:05	13:49:56	14:22:41	0:00:53	0:01:24	0:05:51	0:08:08
F23043866	21	Brush Fire	PERKINS DR LOX	03/04/2023	15:07:13	15:08:04	15:08:16	15:09:03	15:16:01	15:45:27	0:01:03	0:00:47	0:06:58	0:08:48
F23043882	20	Medical	SOUTHERN BLVD/BINKS FOREST DR	03/04/2023		15:28:54	15:29:06	15:29:37	15:32:43	16:30:59	0:00:37	0:00:31	0:03:06	0:04:14
F23043941	21	Medical	C RD LOX	03/04/2023	17:07:12	17:07:31	17:07:43	17:08:00	17:14:51	17:33:35	0:00:31	0:00:17	0:06:51	0:07:39
F23044590	21	Medical	E RD LOX	03/05/2023	16:49:35	16:50:10	16:50:20	16:50:46	16:54:33	17:10:11	0:00:45	0:00:26	0:03:47	0:04:58
F23045063	21	Medical	NORTH RD LOX	03/06/2023	10:54:53	10:55:16	10:55:25	10:56:56	11:03:25	11:53:31	0:00:32	0:01:31	0:06:29	0:08:32
F23045136	21	Brush Fire	C RD LOX	03/06/2023		12:39:32	12:39:46	12:39:53	12:46:17	14:23:14	0:00:39	0:00:07	0:06:24	0:07:10
F23045680	21	Medical	D RD/C RD	03/07/2023	09:09:43	09:11:03	09:11:12	09:11:57	09:18:06	09:43:09	0:01:29	0:00:45	0:06:09	0:08:23
F23045705	21	Medical	11TH TER LOX	03/07/2023		09:38:08	09:38:19	09:38:52	09:43:16	10:23:46	0:00:36	0:00:33	0:04:24	0:05:33
F23045830	20	Medical	COLLECTING CANAL RD LOX	03/07/2023	12:20:56	12:21:31	12:21:41	12:22:10	12:27:35	13:26:36	0:00:45	0:00:29	0:05:25	0:06:39
F23046281	21	Medical	B RD LOX	03/08/2023	05:45:28	05:45:44	05:45:52	05:46:37	05:57:56	06:31:44	0:00:24	0:00:45	0:11:19	0:12:28
F23046392	21	Medical	24TH CT N LOX	03/08/2023	09:55:55	09:56:56	09:57:13	09:57:41	10:04:34	10:42:42	0:01:18	0:00:28	0:06:53	0:08:39
F23046533	21	Medical	E CITRUS DR LOX	03/08/2023	12:59:27	13:00:26	13:00:33	13:00:47	13:08:35	13:42:04	0:01:06	0:00:14	0:07:48	0:09:08
F23047064	21	Medical	SOUTHERN BLVD LOX	03/09/2023	09:57:31	09:57:58	09:58:04	09:59:01	10:07:01	10:44:14	0:00:33	0:00:57	0:08:00	0:09:30
F23047506	21	Medical	G RD W LOX	03/09/2023	21:03:29	21:03:51	21:03:58	21:04:30	21:13:44	21:32:09	0:00:29	0:00:32	0:09:14	0:10:15
F23048463	21	Medical	OKEECHOBEE BLVD LOX	03/11/2023		08:14:33	08:14:47	08:15:48	08:19:31	09:11:37	0:00:39	0:01:01	0:03:43	0:05:23
F23048928	20	Medical	SOUTHERN BLVD LOX	03/11/2023	20:15:51	20:16:26	20:16:40	20:17:14	20:21:56	20:31:52	0:00:49	0:00:34	0:04:42	0:06:05
F23049177	21	Medical	OKEECHOBEE BLVD LOX	03/12/2023	07:40:18	07:41:01	07:41:26	07:42:03	07:47:10	08:00:52	0:01:08	0:00:37	0:05:07	0:06:52
F23049900	21	Medical	11TH TER/D RD	03/13/2023	08:22:22	08:22:31	08:22:41	08:23:07	08:27:55	08:36:34	0:00:19	0:00:26	0:04:48	0:05:33
F23052117	21	Medical	SOUTHERN BLVD/D RD	03/16/2023		10:55:48	10:56:02	10:56:46	11:03:56	11:15:45	0:00:39	0:00:44	0:07:10	0:08:33
F23052163	21	Medical	D RD LOX	03/16/2023	12:00:17	12:00:52	12:00:58	12:02:00	12:08:47	12:36:51	0:00:41	0:01:02	0:06:47	0:08:30
F23052916	21	Brush Fire	OKEECHOBEE BLVD/FOLSOM RD	03/17/2023	13:50:51	13:51:48	13:51:56	13:52:35	13:57:08	15:26:42	0:01:05	0:00:39	0:04:33	0:06:17
F23053357	21	Medical	SOUTHERN BLVD LOX	03/18/2023	02:36:10	02:36:40	02:36:47	02:37:49	02:44:30	03:14:22	0:00:37	0:01:02	0:06:41	0:08:20
F23054099	21	Medical	OKEECHOBEE BLVD/E RD	03/19/2023		04:01:16	04:01:26	04:02:40	04:05:08	04:39:50	0:00:35	0:01:14	0:02:28	0:04:17
F23054651	21	Powerlines Do	161ST TER N LOX	03/19/2023	23:09:40	23:10:25	23:10:32	23:11:34	23:21:47	00:02:54	0:00:52	0:01:02	0:10:13	0:12:07



6/13/2023

# Palm Beach County Fire Rescue

## Loxahatchee Groves Response Time Report

### 20230301 to 20230612

Item 2.

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Oncene	Close	Disp Hand	Turnout	Travel	Resp Time*
F23055678	21	Brush Fire	12TH PL N LOX	03/21/2023	14:16:31	14:17:13	14:17:26	14:18:09	14:28:17	15:08:52	0:00:55	0:00:43	0:10:08	0:11:46
F23057698	21	Medical	OKEECHOBEE BLVD LOX	03/24/2023	11:48:35	11:48:56	11:49:05	11:50:08	11:55:29	12:43:01	0:00:30	0:01:03	0:05:21	0:06:54
F23058174	21	Medical	SOUTHERN BLVD LOX	03/25/2023		02:30:40	02:30:50	02:33:27	02:39:52	02:59:07	0:00:35	0:02:37	0:06:25	0:09:37
F23058193	21	Medical	SOUTHERN BLVD LOX	03/25/2023		03:40:38	03:40:48	03:42:01	03:51:09	04:09:40	0:00:35	0:01:13	0:09:08	0:10:56
F23058424	21	Medical	COMPTON RD LOX	03/25/2023	12:41:26	12:42:03	12:42:16	12:43:31	12:53:34	13:33:15	0:00:50	0:01:15	0:10:03	0:12:08
F23058647	20	Medical	B RD LOX	03/25/2023	18:33:23	18:33:46	18:33:58	18:34:34	18:40:45	18:55:43	0:00:35	0:00:36	0:06:11	0:07:22
F23059563	21	Medical	FOREST LN LOX	03/27/2023	06:23:45	06:23:56	06:24:15	06:25:15	06:34:32	07:50:14	0:00:30	0:01:00	0:09:17	0:10:47
F23061982	21	Medical	HYDE PARK RD LOX	03/30/2023	13:15:41	13:15:59	13:16:07	13:16:49	13:24:18	13:48:51	0:00:26	0:00:42	0:07:29	0:08:37
F23062284	21	Medical	F RD LOX	03/30/2023		21:52:49	21:52:57	21:53:51	21:54:07	22:34:26	0:00:33	0:00:54	0:00:16	0:01:43
F23062833	21	Medical	THOMAS CT LOX	03/31/2023	16:51:05	16:51:50	16:51:56	16:52:28	16:58:54	17:42:00	0:00:51	0:00:32	0:06:26	0:07:49
F23064362	21	Medical	SOUTHERN BLVD LOX	04/02/2023		22:05:11	22:05:17	22:06:17	22:12:58	22:40:03	0:00:31	0:01:00	0:06:41	0:08:12
F23064428	21	Medical	NORTH RD LOX	04/03/2023	02:35:37	02:36:06	02:36:14	02:37:43	02:45:36	03:44:51	0:00:37	0:01:29	0:07:53	0:09:59
F23064662	21	Medical	OKEECHOBEE BLVD LOX	04/03/2023		11:30:00	11:30:09	11:30:56	11:31:37	12:14:30	0:00:34	0:00:47	0:00:41	0:02:02
F23066130	21	Medical	SOUTHERN BLVD LOX	04/05/2023	13:05:42	13:06:32	13:06:39	13:07:23	13:14:21	13:35:44	0:00:57	0:00:44	0:06:58	0:08:39
F23066149	21	Brush Fire	SOUTHERN BLVD/E RD	04/05/2023	13:28:48	13:30:07	13:30:36	13:31:17	13:38:33	14:05:29	0:01:48	0:00:41	0:07:16	0:09:45
F23067990	21	Medical	E RD LOX	04/08/2023	09:10:09	09:10:48	09:11:16	09:11:55	09:17:53	10:13:49	0:01:07	0:00:39	0:05:58	0:07:44
F23068159	21	Medical	OKEECHOBEE BLVD LOX	04/08/2023	13:32:24	13:32:47	13:32:55	13:33:45	13:36:17	14:10:37	0:00:31	0:00:50	0:02:32	0:03:53
F23069700	21	Medical	NORTH RD LOX	04/10/2023	20:37:06	20:38:05	20:38:24	20:39:38	20:51:51	21:49:06	0:01:18	0:01:14	0:12:13	0:14:45
F23070709	20	Medical	SOUTHERN BLVD LOX	04/12/2023	12:49:35	12:50:00	12:50:05	12:50:15	12:56:57	13:33:53	0:00:30	0:00:10	0:06:42	0:07:22
F23071321	21	Medical	OKEECHOBEE BLVD/E RD	04/13/2023		09:29:54	09:30:00	09:30:48	09:33:36	10:10:04	0:00:31	0:00:48	0:02:48	0:04:07
F23071870	21	Medical	152ND WAY N LOX	04/14/2023	00:15:12	00:15:27	00:15:37	00:16:39	00:26:10	01:25:07	0:00:25	0:01:02	0:09:31	0:10:58
F23071879	21	Medical	MARCELLA BLVD LOX	04/14/2023		00:46:52	00:46:59	00:48:02	00:56:03	01:36:01	0:00:32	0:01:03	0:08:01	0:09:36
F23072973	21	Assist	OKEECHOBEE BLVD LOX	04/15/2023	15:01:57	15:02:23	15:02:48	15:03:29	15:06:26	15:12:42	0:00:51	0:00:41	0:02:57	0:04:29
F23073083	21	Medical	161ST TER N LOX	04/15/2023	17:28:56	17:29:13	17:29:20	17:29:54	17:45:19	18:19:37	0:00:24	0:00:34	0:15:25	0:16:23
F23073148	21	Medical	NORTH RD LOX	04/15/2023	19:20:34	19:21:14	19:21:19	19:22:15	19:28:38	19:56:31	0:00:45	0:00:56	0:06:23	0:08:04
F23073734	20	Medical	SOUTHERN BLVD LOX	04/16/2023	17:40:36	17:41:58	17:42:18	17:42:51	17:46:51	18:20:36	0:01:42	0:00:33	0:04:00	0:06:15
F23073864	20	Medical	BINKS FOREST DR/SOUTHERN BLVD	04/16/2023	20:03:03	20:03:42	20:03:50	20:03:57	20:07:39	20:38:23	0:00:47	0:00:07	0:03:42	0:04:36



6/13/2023

# Palm Beach County Fire Rescue

## Loxahatchee Groves Response Time Report

### 20230301 to 20230612

Item 2.

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Oncene	Close	Disp Hand	Turnout	Travel	Resp Time*
F23074310	20	Medical	SOUTHERN BLVD LOX	04/17/2023	10:55:46	10:56:26	10:56:36	10:57:11	11:08:54	11:49:57	0:00:50	0:00:35	0:11:43	0:13:08
F23075122	21	Assist	OKEECHOBEE BLVD LOX	04/18/2023		14:54:26	14:54:33	14:55:27	14:59:36	15:13:17	0:00:32	0:00:54	0:04:09	0:05:35
F23076862	20	Medical	SOUTHERN BLVD LOX	04/21/2023	06:36:35	06:37:48	06:37:56	06:39:36	06:43:24	06:58:44	0:01:21	0:01:40	0:03:48	0:06:49
F23076915	21	Medical	OKEECHOBEE BLVD LOX	04/21/2023	08:57:19	08:57:41	08:57:49	08:58:51	09:03:34	09:46:04	0:00:30	0:01:02	0:04:43	0:06:15
F23077094	21	Medical	6TH CT N/F RD	04/21/2023		13:00:49	13:00:59	13:01:05	13:07:32	13:18:44	0:00:35	0:00:06	0:06:27	0:07:08
F23077921	20	Medical	A RD LOX	04/22/2023		16:17:45	16:17:54	16:18:45	16:24:05	16:31:02	0:00:34	0:00:51	0:05:20	0:06:45
F23077959	21	Medical	TANGERINE DR LOX	04/22/2023	17:19:06	17:19:27	17:19:33	17:20:26	17:27:05	18:17:38	0:00:27	0:00:53	0:06:39	0:07:59
F23078690	21	Medical	NORTH RD LOX	04/23/2023	19:29:57	19:30:34	19:30:39	19:31:29	19:40:51	20:38:00	0:00:42	0:00:50	0:09:22	0:10:54
F23078978	20	Medical	SOUTHERN BLVD/B RD	04/24/2023		08:57:04	08:57:11	08:57:49	09:02:56	09:52:32	0:00:32	0:00:38	0:05:07	0:06:17
F23079190	21	Medical	F RD/E RD	04/24/2023	14:20:50	14:20:58	14:21:06	14:21:36	14:29:34	14:31:22	0:00:16	0:00:30	0:07:58	0:08:44
F23079667	21	Medical	SOUTHERN BLVD LOX	04/25/2023		09:23:12	09:23:19	09:24:19	09:32:16	09:38:39	0:00:32	0:01:00	0:07:57	0:09:29
F23079685	21	Medical	SOUTHERN BLVD LOX	04/25/2023		09:44:55	09:45:03	09:45:48	09:53:35	10:04:29	0:00:33	0:00:45	0:07:47	0:09:05
F23079879	20	Medical	B RD/SOUTHERN BLVD	04/25/2023		14:38:30	14:38:36	14:39:11	14:43:00	14:59:17	0:00:31	0:00:35	0:03:49	0:04:55
F23080214	21	Medical	NORTH RD LOX	04/26/2023	03:28:46	03:29:06	03:29:14	03:30:56	03:42:44	04:19:38	0:00:28	0:01:42	0:11:48	0:13:58
F23080370	20	Medical	SOUTHERN BLVD LOX	04/26/2023		10:12:02	10:12:12	10:12:52	10:15:48	10:38:00	0:00:35	0:00:40	0:02:56	0:04:11
F23082945	21	Medical	FOLSOM RD/F RD	04/29/2023	22:11:20	22:11:34	22:11:44	22:12:29	22:16:19	22:38:49	0:00:24	0:00:45	0:03:50	0:04:59
F23083339	21	Medical	C RD LOX	04/30/2023	14:16:01	14:16:15	14:16:22	14:17:41	14:22:05	15:08:04	0:00:21	0:01:19	0:04:24	0:06:04
F23083496	21	Medical	B RD LOX	04/30/2023	19:46:30	19:47:13	19:47:18	19:48:07	19:57:24	20:08:46	0:00:48	0:00:49	0:09:17	0:10:54
F23083780	21	Medical	OKEECHOBEE BLVD LOX	05/01/2023	09:27:38	09:29:13	09:29:29	09:30:17	09:38:32	10:06:59	0:01:51	0:00:48	0:08:15	0:10:54
F23083862	21	Medical	OKEECHOBEE BLVD LOX	05/01/2023	11:29:21	11:29:42	11:29:51	11:30:36	11:34:47	12:16:54	0:00:30	0:00:45	0:04:11	0:05:26
F23084065	21	Medical	A RD LOX	05/01/2023	16:19:00	16:19:31	16:19:37	16:20:09	16:28:57	17:33:04	0:00:37	0:00:32	0:08:48	0:09:57
F23084601	21	Brush Fire	F RD LOX	05/02/2023	13:26:16	13:26:35	13:27:01	13:27:26	13:37:22	15:12:55	0:00:45	0:00:25	0:09:56	0:11:06
F23085277	21	Medical	OKEECHOBEE BLVD LOX	05/03/2023	13:15:51	13:16:05	13:16:14	13:17:11	13:21:32	13:50:09	0:00:23	0:00:57	0:04:21	0:05:41
F23085292	20	Medical	COLLECTING CANAL RD LOX	05/03/2023	13:39:09	13:39:53	13:39:57	13:40:38	13:45:07	14:12:41	0:00:48	0:00:41	0:04:29	0:05:58
F23086390	21	Medical	F RD LOX	05/05/2023		03:30:08	03:30:17	03:31:37	03:36:15	03:37:52	0:00:34	0:01:20	0:04:38	0:06:32
F23086432	20	Medical	COLLECTING CANAL RD LOX	05/05/2023		06:59:23	06:59:30	07:00:22	07:09:05	07:32:19	0:00:32	0:00:52	0:08:43	0:10:07
F23086856	21	Medical	SAN DIEGO DR LOX	05/05/2023		18:18:25	18:18:33	18:19:19	18:23:24	19:20:08	0:00:33	0:00:46	0:04:05	0:05:24



6/13/2023

# Palm Beach County Fire Rescue

## Loxahatchee Groves Response Time Report

### 20230301 to 20230612

Item 2.

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Oncene	Close	Disp Hand	Turnout	Travel	Resp Time*
F23087625	20	Medical	SOUTHERN BLVD LOX	05/06/2023	20:47:43	20:47:58	20:48:03	20:49:51	20:57:11	21:22:19	0:00:20	0:01:48	0:07:20	0:09:28
F23087632	20	Medical	SOUTHERN BLVD LOX	05/06/2023		20:59:04	20:59:09	20:59:22	21:01:37	21:08:46	0:00:30	0:00:13	0:02:15	0:02:58
F23089989	20	Medical	SOUTHERN BLVD/FLYING COW RANCH RD	05/10/2023		11:24:02	11:24:09	11:24:55	11:33:36	11:57:40	0:00:32	0:00:46	0:08:41	0:09:59
F23090013	20	Brush Fire	SOUTHERN BLVD LOX	05/10/2023	12:15:44	12:17:16	12:17:22	12:18:54	12:23:14	12:33:40	0:01:38	0:01:32	0:04:20	0:07:30
F23090107	21	Medical	43RD RD N LOX	05/10/2023	15:05:28	15:06:04	15:06:30	15:06:41	15:21:16	16:00:05	0:01:02	0:00:11	0:14:35	0:15:48
F23090788	21	Structure Fire	OKEECHOBEE BLVD LOX	05/11/2023	14:45:25	14:46:52	14:48:25	14:48:34	14:53:22	15:00:32	0:03:00	0:00:09	0:04:48	0:07:57
F23091107	21	Medical	A RD LOX	05/12/2023	06:44:14	06:44:35	06:44:43	06:45:51	06:55:17	07:15:12	0:00:29	0:01:08	0:09:26	0:11:03
F23092582	21	Medical	SOUTHERN BLVD PBC	05/14/2023		13:27:26	13:27:47	13:28:16	13:35:17	13:57:05	0:00:46	0:00:29	0:07:01	0:08:16
F23092743	21	Medical	OKEECHOBEE BLVD/A RD	05/14/2023		18:24:19	18:24:29	18:25:01	18:29:35	18:56:33	0:00:35	0:00:32	0:04:34	0:05:41
F23094209	21	Medical	OKEECHOBEE BLVD LOX	05/16/2023	22:10:48	22:11:29	22:11:36	22:12:23	22:15:54	22:49:47	0:00:48	0:00:47	0:03:31	0:05:06
F23094504	21	Medical	161ST TER N LOX	05/17/2023	10:51:49	10:52:29	10:52:36	10:53:13	11:06:51	11:56:31	0:00:47	0:00:37	0:13:38	0:15:02
F23094898	21	Medical	SAN DIEGO DR LOX	05/17/2023		20:45:05	20:45:17	20:45:46	20:50:43	21:17:30	0:00:37	0:00:29	0:04:57	0:06:03
F23094914	21	Medical	B RD LOX	05/17/2023	21:35:53	21:36:22	21:36:28	21:37:29	21:44:31	22:26:16	0:00:35	0:01:01	0:07:02	0:08:38
F23094939	21	Medical	B RD LOX	05/17/2023	22:51:28	22:51:47	22:51:54	22:52:56	22:57:21	00:16:39	0:00:26	0:01:02	0:04:25	0:05:53
F23095139	20	Medical	COLLECTING CANAL RD LOX	05/18/2023		08:31:23	08:31:28	08:32:01	08:39:15	09:17:51	0:00:30	0:00:33	0:07:14	0:08:17
F23095555	21	Brush Fire	B RD LOX	05/18/2023	18:43:05	18:43:37	18:43:44	18:44:24	18:54:11	19:26:27	0:00:39	0:00:40	0:09:47	0:11:06
F23095976	21	Medical	SOUTHERN BLVD LOX	05/19/2023		10:59:59	11:00:15	11:01:02	11:09:08	11:19:09	0:00:41	0:00:47	0:08:06	0:09:34
F23096185	21	Powerlines Do	OKEECHOBEE BLVD LOX	05/19/2023	15:34:37	15:36:06	15:36:22	15:36:31	15:39:59	15:44:05	0:01:45	0:00:09	0:03:28	0:05:22
F23096747	21	Medical	JEWEL LN/OKEECHOBEE BLVD	05/20/2023	12:18:42	12:19:03	12:19:40	12:20:28	12:24:40	13:16:01	0:00:58	0:00:48	0:04:12	0:05:58
F23097902	20	Medical	SOUTHERN BLVD PBC	05/22/2023		08:10:29	08:10:36	08:11:13	08:16:21	08:26:11	0:00:32	0:00:37	0:05:08	0:06:17
F23098845	20	Medical	COLLECTING CANAL RD LOX	05/23/2023	15:39:40	15:39:51	15:39:58	15:41:13	15:44:54	16:18:02	0:00:18	0:01:15	0:03:41	0:05:14
F23099032	21	Medical	COLLECTING CANAL RD LOX	05/23/2023	20:46:52	20:47:21	20:47:28	20:48:35	20:54:17	21:01:50	0:00:36	0:01:07	0:05:42	0:07:25
F23099663	20	Medical	C RD/SOUTHERN BLVD	05/24/2023	18:54:43	18:54:56	18:55:05	18:55:44	19:02:59	19:48:46	0:00:22	0:00:39	0:07:15	0:08:16
F23100453	21	Medical	SOUTHERN BLVD LOX	05/25/2023	20:11:34	20:12:46	20:12:52	20:13:49	20:20:46	20:49:32	0:01:18	0:00:57	0:06:57	0:09:12
F23101226	21	Medical	TANGERINE DR LOX	05/26/2023	22:37:40	22:38:00	22:38:08	22:38:41	22:45:54	23:26:01	0:00:28	0:00:33	0:07:13	0:08:14
F23102251	21	Medical	SOUTHERN BLVD LOX	05/28/2023	14:21:51	14:22:17	14:22:23	14:23:21	14:30:17	15:03:10	0:00:32	0:00:58	0:06:56	0:08:26
F23103707	21	Medical	SOUTHERN BLVD PBC	05/30/2023	19:57:39	19:58:10	19:58:14	19:59:02	20:06:22	20:11:45	0:00:35	0:00:48	0:07:20	0:08:43



6/13/2023

# Palm Beach County Fire Rescue

## Loxahatchee Groves Response Time Report

### 20230301 to 20230612

Item 2.

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Oncene	Close	Disp Hand	Turnout	Travel	Resp Time*
F23105165	21	Medical	14TH PL N LOX	06/02/2023		00:23:46	00:23:51	00:24:51	00:31:17	00:53:15	0:00:30	0:01:00	0:06:26	0:07:56
F23105189	21	Medical	21ST RD N/D RD	06/02/2023	01:51:32	01:51:49	01:52:00	01:52:40	01:56:26	02:04:13	0:00:28	0:00:40	0:03:46	0:04:54
F23105778	21	Medical	THOMAS CT LOX	06/02/2023	22:58:34	22:59:26	22:59:31	23:00:42	23:05:50	23:48:18	0:00:57	0:01:11	0:05:08	0:07:16
F23105784	21	Medical	TANGERINE DR LOX	06/02/2023		23:15:39	23:15:47	23:17:07	23:25:26	00:25:28	0:00:33	0:01:20	0:08:19	0:10:12
F23105850	21	Medical	161ST TER N LOX	06/03/2023	02:36:51	02:37:22	02:37:27	02:39:03	02:49:07	03:56:02	0:00:36	0:01:36	0:10:04	0:12:16
F23105946	21	Medical	D RD LOX	06/03/2023	08:28:44	08:29:09	08:29:41	08:30:28	08:35:10	08:49:24	0:00:57	0:00:47	0:04:42	0:06:26
F23106444	21	Medical	OKEECHOBEE BLVD LOX	06/03/2023	21:54:06	21:54:41	21:54:47	21:55:54	21:58:52	22:32:35	0:00:41	0:01:07	0:02:58	0:04:46
F23106725	21	Medical	OKEECHOBEE BLVD LOX	06/04/2023	11:23:52	11:24:06	11:24:12	11:25:30	11:27:02	11:43:59	0:00:20	0:01:18	0:01:32	0:03:10
F23107611	21	Medical	C RD LOX	06/05/2023	18:04:01	18:04:32	18:04:40	18:05:27	18:12:10	19:01:22	0:00:39	0:00:47	0:06:43	0:08:09
F23108053	21	Brush Fire	OKEECHOBEE BLVD LOX	06/06/2023		12:35:14	12:35:25	12:36:00	12:41:48	12:44:55	0:00:36	0:00:35	0:05:48	0:06:59
F23108685	21	Medical	E RD/D RD	06/07/2023	11:29:18	11:30:01	11:30:12	11:31:14	11:38:16	12:18:06	0:00:54	0:01:02	0:07:02	0:08:58
F23108788	21	Assist	OKEECHOBEE BLVD LOX	06/07/2023		14:12:45	14:13:22	14:13:58	14:19:25	14:31:31	0:01:02	0:00:36	0:05:27	0:07:05
F23108898	21	Medical	21ST RD N LOX	06/07/2023	17:14:01	17:14:20	17:14:40	17:15:06	17:19:47	18:05:00	0:00:39	0:00:26	0:04:41	0:05:46
F23109435	21	Medical	161ST TER N LOX	06/08/2023		14:06:46	14:06:54	14:07:46	14:17:17	15:06:52	0:00:33	0:00:52	0:09:31	0:10:56
F23109502	21	Medical	TANGERINE DR LOX	06/08/2023	16:02:40	16:03:08	16:03:16	16:03:57	16:10:33	16:40:47	0:00:36	0:00:41	0:06:36	0:07:53
F23109720	20	Medical	SOUTHERN BLVD/B RD	06/08/2023		23:31:30	23:31:36	23:32:49	23:38:00	00:06:22	0:00:31	0:01:13	0:05:11	0:06:55
F23110369	21	Medical	SOUTHERN BLVD LOX	06/09/2023	23:07:03	23:07:52	23:08:02	23:09:05	23:10:51	23:50:46	0:00:59	0:01:03	0:01:46	0:03:48
F23111944	21	Medical	FOX TRL LOX	06/12/2023	12:09:34	12:09:52	12:10:02	12:10:50	12:15:40	12:43:41	0:00:28	0:00:48	0:04:50	0:06:06
F23111988	21	Medical	OKEECHOBEE BLVD LOX	06/12/2023	13:08:52	13:09:18	13:09:24	13:10:00	13:15:14	13:50:09	0:00:32	0:00:36	0:05:14	0:06:22

**Average Response Times:**

**0:00:43   0:00:49   0:06:22   0:07:54**

**Non Emergency Calls:**

F23043986	21	Assist	A RD LOX	03/04/2023	18:20:53	18:23:59	18:24:06	18:24:37	18:29:48	18:47:48	0:03:13	0:00:31	0:05:11	0:08:55
F23045988	21	Assist	OKEECHOBEE BLVD LOX	03/07/2023		16:26:40	16:26:46	16:27:16	16:32:07	16:51:12	0:00:31	0:00:30	0:04:51	0:05:52
F23046383	21	Other	161ST TER N LOX	03/08/2023		09:43:51	09:43:56	09:43:56	10:15:03	10:26:44	0:00:30	0:00:00	0:31:07	0:31:37
F23047444	21	Fire Alarm	HYDE PARK RD LOX	03/09/2023		18:57:34	18:57:45	18:58:35	19:09:00	19:12:17	0:00:36	0:00:50	0:10:25	0:11:51



6/13/2023

# Palm Beach County Fire Rescue

## Loxahatchee Groves Response Time Report

### 20230301 to 20230612

Item 2.

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Oncene	Close	Disp Hand	Turnout	Travel	Resp Time*
F23050478	21	Powerlines Do	161ST TER N LOX	03/13/2023		23:46:39	23:46:47	23:47:45	23:59:17	00:08:39	0:00:33	0:00:58	0:11:32	0:13:03
F23053502	21	Medical	MARCELLA BLVD LOX	03/18/2023	09:35:05	09:35:41	09:35:57	09:36:48	09:43:23	09:59:05	0:00:52	0:00:51	0:06:35	0:08:18
F23057746	21	CO2 Alarm	SAN DIEGO DR LOX	03/24/2023	13:00:56	13:01:15	13:01:19	13:02:37	13:08:02	13:20:40	0:00:23	0:01:18	0:05:25	0:07:06
F23063342	20	Assist	SOUTHERN BLVD LOX	04/01/2023	12:20:05	12:20:36	12:20:45	12:21:31	12:26:52	12:27:54	0:00:40	0:00:46	0:05:21	0:06:47
F23067753	21	Assist	SAN DIEGO DR LOX	04/07/2023	21:07:17	21:08:45	21:08:57	21:10:17	21:16:05	21:26:40	0:01:40	0:01:20	0:05:48	0:08:48
F23071232	20	Fire Alarm	SOUTHERN BLVD LOX	04/13/2023		07:06:40	07:06:46	07:07:21	07:12:47	07:19:39	0:00:31	0:00:35	0:05:26	0:06:32
F23073805	21	Powerlines Do	COMPTON RD LOX	04/16/2023	19:11:26	19:12:37	19:13:14	19:13:59	19:27:01	19:33:03	0:01:48	0:00:45	0:13:02	0:15:35
F23073875	21	Fire Alarm	OKEECHOBEE BLVD LOX	04/16/2023		20:15:46	20:15:54	20:16:59	20:29:43	20:36:23	0:00:33	0:01:05	0:12:44	0:14:22
F23074219	21	Medical	D RD LOX	04/17/2023	08:27:41	08:28:12	08:28:28	08:29:15	08:45:15	08:59:30	0:00:47	0:00:47	0:16:00	0:17:34
F23075615	21	Other	161ST TER N LOX	04/19/2023		10:17:54	10:17:58	10:17:58	10:55:08	11:24:36	0:00:29	0:00:00	0:37:10	0:37:39
F23082143	21	Assist	BRYAN RD LOX	04/28/2023		20:26:48	20:27:02	20:28:01	20:33:23	20:42:23	0:00:39	0:00:59	0:05:22	0:07:00
F23091408	21	Assist	LAKESIDE DR/161ST TER N	05/12/2023		15:10:05	15:10:15	15:11:21	15:17:16	15:35:52	0:00:35	0:01:06	0:05:55	0:07:36
F23095562	21	Medical	44TH ST N LOX	05/18/2023	18:58:28	18:59:10	18:59:16	18:59:47	19:13:41	19:34:54	0:00:48	0:00:31	0:13:54	0:15:13
F23104938	20	Fire Alarm	SOUTHERN BLVD LOX	06/01/2023		16:36:54	16:37:18	16:37:48	16:42:54	17:02:37	0:00:49	0:00:30	0:05:06	0:06:25
F23105974	20	Medical	SOUTHERN BLVD LOX	06/03/2023	09:33:30	09:33:49	09:34:42	09:35:48	09:39:39	09:55:22	0:01:12	0:01:06	0:03:51	0:06:09
F23106831	21	Powerlines Do	F RD LOX	06/04/2023	14:17:50	14:18:07	14:18:33	14:19:01	14:22:43	14:45:29	0:00:43	0:00:28	0:03:42	0:04:53
F23109566	21	Assist	OKEECHOBEE BLVD LOX	06/08/2023	17:35:31	17:35:58	17:36:09	17:36:48	17:39:18	17:52:25	0:00:38	0:00:39	0:02:30	0:03:47
F23110191	21	Fire Alarm	F RD LOX	06/09/2023		16:49:44	16:49:51	16:50:33	16:55:03	17:05:31	0:00:32	0:00:42	0:04:30	0:05:44
<b>Corrupt Data:</b>														
F23048647	20	Medical	SOUTHERN BLVD LOX	03/11/2023		13:15:42	13:15:43		13:15:43	13:32:55	Empty Time Fields			
F23053681	21	Medical	6TH CT N LOX	03/18/2023	13:41:51	13:42:05	13:42:10	13:42:54		13:48:06	Empty Time Fields			
F23058622	21	Medical	D RD/OKEECHOBEE BLVD	03/25/2023		17:52:55	17:53:02	17:53:30		18:01:19	Empty Time Fields			
F23077640	21	Medical	OKEECHOBEE BLVD LOX	04/22/2023		08:46:44	08:46:46		08:46:46	08:47:03	Empty Time Fields			
F23082084	21	Medical	161ST TER N LOX	04/28/2023	19:04:24	19:04:53	19:05:02	19:05:33	19:32:05	20:28:29	Problem with Oncene Time			
F23089956	21	Medical	D RD LOX	05/10/2023	10:41:17	10:42:11	10:42:17	10:43:11		10:51:06	Empty Time Fields			



6/13/2023

Item 2.

# Palm Beach County Fire Rescue

## Loxahatchee Groves Response Time Report

### 20230301 to 20230612

Event #	Station	Sit Disp	Location of Event	Date	Received	Entered	Dispatch	Enroute	Oncene	Close	Disp Hand	Turnout	Travel	Resp Time*
F23057440	21	Fire Alarm	D RD LOX	03/24/2023		01:37:46	01:37:53	01:39:12		01:43:52	Empty Time Fields			
F23094529	21	Assist	6TH CT N LOX	05/17/2023	11:24:38	11:25:20	11:25:30	11:25:37		11:40:15	Empty Time Fields			
F23100137	20	Assist	SOUTHERN BLVD LOX	05/25/2023	12:14:42	12:15:05	12:15:11	12:15:55		12:19:04	Empty Time Fields			

**Total number of Events: 156**

\*Represents call received to arrival. If there is no received time, the County annual average call received to call entered time is used.





## PBSO District 17 The Town of Loxahatchee Groves Monthly Report: May 2023

Calls for Service	Monthly
Business / Residence Checks (Self-Initiated)	876
Traffic Stops (Self-Initiated)	126
Calls for Service (Excluding 1050's & 1061's)	261
<b>All CAD Calls - Total</b>	<b>1,263</b>

Traffic Summary	Monthly
Written Warnings	94
Verbal Warnings	21
Citations	62
<b>Total</b>	<b>177</b>

Data Source: Motorola Premier 1 / TraCS  
\*Omit Miscellaneous Calls

**Summary:** During the month of May, there were **1,263** generated calls within the district and **79%** of these calls were self-initiated.

Crimes	Monthly
Homicide	0
Robbery	0
Sexual Assault	0
Shooting	1
Stabbing	0
Burglary- Business	0
Burglary- Construction	0
Burglary- Residential	0
Burglary- Vehicle	0
Larceny	0
Stolen Vehicles	2
Stolen Vehicle Recoveries	0
Vandalism	0
Fire (Arson only)	0
<b>Total</b>	<b>3</b>

*Note: P1 is a dynamic system. Meaning that numbers can change from what was previously reported in the event there is a location or call type re-classification/modification.*

**Shooting:**

REPORT #	DATE/TIME FROM	DATE/TIME TO	ADDRESS	NOTATIONS
23069250	5/17/23 22:45	5/17/23 23:00	B Rd	Victim was shot multiple times in the left armpit and shoulder area during a road rage incident. He was trauma hawked to St. Mary's Med Center. The firearm used was recovered. <b>Cleared by arrest.</b> TOT PBC Jail.

**Stolen Vehicle:**

REPORT #	DATE/TIME FROM	DATE/TIME TO	ADDRESS	NOTATIONS
23063927	04/29/23 18:30	05/01/23 16:00	1950 A Rd (A One Stop Garden Shop)	(2) Golf carts (each valued at \$8,445) were taken from business. Keys were left in carts. No CCTV available.
23071853	5/23/23 15:00	5/25/23 11:00	162nd Dr N	2015 White Kenworth T660 IL #P1114742: Semi truck stolen from an empty lot. No CCTV.



**15845 Southern Boulevard, Loxahatchee, FL 33470**  
**All CAD Incidents (excluding 10-61s)**

Data Source: Premier 1

Incident Type	Incident Count
Vehicle Stop	1
<b>Grand Total</b>	<b>1</b>

Summary: There were no cases for the month of May 2023.

### Southern Blvd and B Rd - Publix Plaza All CAD Incidents excluding self-initiated calls

Data Source: Crimeview Dashboard

Incident Type	Incident Count
911 Hangup	8
Alarm	1
Alarm Hold Up/Panic	2
Alarm Misc/Municipality	1
Animal Call	1
Assault	1
Assault Armed	1
Domestic	1
Domestic Unfounded	1
Felony	1
Hit And Run	1
Motor Veh Crash	1
Neighbor Trouble	2
Police Service Call	3
Shoplifting	2
Surveillance	1
Suspicious Incident In Progress	1
Suspicious Person	2
<b>Grand Total</b>	<b>31</b>

### Southern Blvd and B Rd - Publix Plaza Incidents Map





Town of Loxahatchee Groves  
155 F Road  
Loxahatchee Groves, FL 33470

### Code Compliance Summary Report

From 3/1/2023 To 6/12/2023 Corridor (All)

#### Case Totals for Period

Cases Open at Start of Period	88
Cases Opened During Period	81
Cases Opened as result of Complaint	81
Cases Closed During Period	9
Cases Closed due to compliance	5
Cases Open at End of Period	160
Inspections	81
Reinspections	46
<b>Total</b>	<b>127</b>
Courtesy Letter	5
Special Magistrate Cases During Period	!!70

#### Case Summary by Officer

Officer	Open at Start	Opened During Period	Opened as result of Complaint	Closed During Period	Closed due to compliance	Open at End of Period
A. Armienti/Code Enforcement	4	43	43	0	0	47
B. Pita/N/A	2	0	0	0	0	2
J. Herring	1	0	0	0	0	1
J. Lopez/1	3	26	26	9	5	20
J. Martinez	67	0	0	0	0	67
L. Collegio/1	1	0	0	0	0	1
M. Matos/1	8	6	6	0	0	14
S. System/	2	6	6	0	0	8
<b>Total</b>	<b>88</b>	<b>81</b>	<b>81</b>	<b>9</b>	<b>5</b>	<b>160</b>



Town of Loxahatchee Groves  
 155 F Road  
 Loxahatchee Groves, FL 33470

### Code Compliance Summary Report

From 3/1/2023 To 6/12/2023 Corridor (All)

#### Inspections by Officer

Officer	Inspections	Reinspections	Total
A. Armienti/Code Enforcement	61	28	89
J. Lopez/1	5	16	21
M. Matos/1	9	2	11
S. System/	6	0	6
<b>Total</b>	<b>81</b>	<b>46</b>	<b>127</b>

#### Summary of Cases Opened by Incident Type

Incident Type	Number
Flood Plain (FDA)	27
Business Tax Receipt (BTR)	11
Recreational Vehicle / Trailer	10
Zoning Violation	8
Tree Removal unpermitted	7
Equipment Screening	6
Bulk Trash	5
Building Permit Required	4
Commercial Vehicle / Trailers	2
Manure Violation	1
<b>Total</b>	<b>81</b>

**Town of Loxahatchee Groves**

**Public Works Quarterly Report**

**June 2023**

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**Canal System:**

Continued SCADA System monitoring.

Canal System Preventative Maintenance:

Canal Gate Systems: Folsom, A Canal Gate, D East and D West Canal Gate.

Intake Pump Motor Control System.

Monitoring and SFWMD Reporting of Canal Pump water withdraw.

Coordination of Canal Mowing with Aquatic Vegetation Control.

**Roadway Maintenance and Improvements:**

Multiple roadway culverts were placed and/or replaced along Collecting Canal, where drainage easements were provided, prior to paving.

Prepared roads to be paved by removing vegetation obstacles and adding material as needed.

Public Works assisted and supervised contractors on culverts replacement on Folsom and multiple locations on Collecting Canal.

Rebuilt and repaired roads: South E Rd., Loxahatchee Ave, West D Rd, 160<sup>th</sup> Ave N. and Hyde Park Rd.

Cleared overgrown vegetation from the towns ROW and maintenance easements.

Several cold patches on North Rd. from A Rd. to 145<sup>th</sup> Ave N.

Watered multiple roads as prep for grading

Patched roads with millings

**Monitoring of the Paving Project:**

J. W. Cheatham has completed the paving of Collecting Canal Road from Folsom to B Road, except for the ½ mile section of OGEM between D Road and B Road. The OGEM section is scheduled to be paved, weather permitting, on June 20, 2023.

The above segments have been striped, and “Speed Tables” were scheduled to be installed beginning Wednesday June 14, 2023.

## Town of Loxahatchee Groves

### Public Works Quarterly Report

**June 2023**

**Note:** The Public Works Department worked with FPL, AT&T, and Comcast to remove their facilities from a pole that was in the roadway at the intersection of Collecting Canal and E Road. A new pole was set, and all facilities relocated to allow the roadway to be straightened.

J. W. Cheatham paved 160 Ave North. Striping and “Speed Humps” are in progress.

J. W. Cheatham has paved E Road from Okeechobee to approximately ½ the way to Collecting Canal Road. The progress was stalled due to heavy storms and roadway berm washouts.

Public Works is currently repairing multiple berm washouts and canal bank stabilization to protect the newly paved roadways.

The continuation of the paving on E Road between Collecting Canal and Okeechobee is scheduled for June 23, 2023, contingent on Public Works repair of the berms.

**Note:** The Town has been diligently working to obtain easements, specifically for drainage of the roadway, on all other segments proposed for paving, however, have not received all the easements to date.

### Routine Maintenance and inspections

Maintain Grading Schedule

Daily monitoring and logging of roadway grading and maintenance.

Bulk Pothole Patch for various roadways.

Install and/or Replace Speed Hump Signs as needed

Install 25 MPH Speed Limit Signs as needed.

Periodic Emergency Generator Check.

Vehicle Maintenance: Daily Maintenance of all vehicles and equipment. (Dump truck, JD 5325, Backhoe, Bushhog, Gradall, etc.)

Repair/Replace/Straighten Traffic Control and Street Name Signs throughout the town.

Coordination with Coastal and PBSO for illegal dumping and removal of Trash and debris throughout the Town.

Improved landscape at Town Hall

Replaced emergency lights at Town Hall to be brought up to the current Fire Code

## Town of Loxahatchee Groves

### Public Works Quarterly Report

**June 2023**

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#### **Canal Maintenance:**

Maintain Mowing Schedule.

Pressure Clean Pump House

Secure Pump House Grates

Reinforce and Weld Pump Flapper Valve

Removed garbage cans and debris from canals.

Re-Construct Canal Bank and Berm as needed: Reconstruction on North E. Rd, South E. Rd., E and Okeechobee Blvd and Collecting Canal

Rebuilt berm on D Rd. and Collecting Canal

Clean up vegetation from drainage ditches on 22<sup>nd</sup> Rd. N, Edith Rd, 160<sup>th</sup> Ave N and Hyde Park Rd.

Installed several berm pipes to allow water to drain into the drainage ditch.

Repaired several washouts created by paving project.

Extended 3 culverts on North E Rd. to allow them to drain after a bank restoration.

#### **New equipment and/or vehicles:**

Purchased pickup truck from PBC Thrift Store

#### **Employees:**

Thanks to all, Public Works is fully staffed as of June 6, 2023!



**Item 2h**

Item 2.

<b>Date In</b>	<b>Task</b>	<b>Attorney</b>	<b>Last date in</b>	<b>Last date out</b>	<b>Final to Council/Admin</b>
07/14/21	Draft ordinances regarding designated facilities	EL			
08/31/21	Draft property maintenance code	EL			
09/15/21	Revise BTR Ordinance	EL	Council discussion 05/02/23		
09/20/21	Draft ordinances regarding regulation of livestock waste	EL/RH	Council discussion 04/18/23	02/08/22	
09/20/21	Draft ordinance regarding registration of livestock waste haulers	EL/RH/JH	11/01/22	11/01/22	
09/20/21	Draft ordinance regarding registration of landscaping and land clearing vendors	EL/JH	05/04/23	11/01/22	
09/20/21	Draft ordinance regarding nurseries	EL/RH	11/01/22	11/01/22	
09/20/21	Draft Ordinance for use and occupancy certificate	EL	Council discussion 05/16/23	02/09/22	
11/02/21	Revise nuisance abatement codes	EL/JH	01/17/23; 03/24/23 JH rec'vd assign		
11/10/21	Review and revise Interlocal Agreement with Village of Royal Palm Beach regarding assessment of properties	EL	11/01/22; waiting on assessment study	11/01/22	
11/16/21	Draft cost sharing policy	EL	10/17/22; 03/24/23 JH rec'vd assign.	10/17/22	
11/16/21	Update contract forms	EL	08/18/22		
11/30/21	Draft Interlocal with County for contractor enforcement	EL		12/30/21	
04/05/22	Update sign code	EL/SG	10/19/22	10/18/22	
04/05/22	Review jurisdictional authority for Okeechobee and Folsom	EL	01/03/23 Council discussion	05/18/22	
04/11/22	Revise Human Resources Policy Manual	LD	04/12/23	04/20/23	
04/19/22	Draft tree mitigation site resolution	EL		06/30/22	

<b>Date In</b>	<b>Task</b>	<b>Attorney</b>	<b>Last date in</b>	<b>Last date out</b>	<b>Final to Council/Admin</b>
05/03/22	Draft trail naming policy	EL			
05/27/22	Research and draft documentation regarding district v town	EL			
07/05/22	Draft adopt-a-site program	EL			
07/05/22	Research road drainage on ag property	EL	09/08/22		
07/19/22	Draft RFP re assessment methodology	EL/JH	05/19/23	05/19/23	
07/21/22	Draft opinion on ag use of property	RH	04/18/23 Council Workshop	04/18/23 Council Workshop	
08/04/22	Draft Interlocal with ITID regarding milling of roads	EL			
09/30/22	Draft Ordinance re nuisance odors	EL/JH/RH			
10/04/22	Research regulation and enforcement of private culvert restricting flows in District canals	EL			
10/17/22	Draft Ordinance regarding communications facilities in right-of-way	EL			
10/18/22	Draft assessment program for drainage (culvert replacements)	EL/JH	05/02/23	05/03/23	
10/18/22	Draft Ordinance regarding code enforcement fine reductions	EL/KL/JH	06/06/23 Council Workshop	06/06/23	
10/18/22	Draft Ordinance regarding advisory boards	EL/JH	06/06/23 Council Workshop	06/06/23	
11/01/22	Work with Town Manager regarding paving of Town roads by private parties;	EL/JH	01/12/23	01/12/23	

<b>Date In</b>	<b>Task</b>	<b>Attorney</b>	<b>Last date in</b>	<b>Last date out</b>	<b>Final to Council/Admin</b>
	permits required; and enforcement				
11/01/22	Research/draft regarding establishment of mobility fee	EL/JH	03/24/23 JH recv'd assign.		
11/05/22	Review draft Citation Ordinance	EL/JH	03/24/23 jh recv'd assign.		
11/09/22	Review of potential Historical Legacy	EL	05/30/23	05/05/23	
11/15/22	Review code re noise for possible revisions	EL/JH			
11/21/22	Research transition of ag exemption with sale of property	EL/RH			
11/21/22	Research full time residential use of RVs on property	EL	Council discussion 06/10/23	06/10/23	
11/22/22	Revise Permits regarding canals	EL/RH			
11/22/22	Review FLU of Comp Plan	EL	06/06/23	12/06/22	
11/30/22?	Review Code Dept SOPs	RH/EL			
12/01/22	Prepare Code Checklist	KL			
12/02/22	Draft regulations regarding animal related uses	EL			
12/02/22	Research and draft Ordinance re Agritourism	EL/RH	Council workshop 04/18/23		
12/02/22	Draft Ordinance re educational and camp uses	EL	Council discussions during EAR workshops		
12/09/22	Review Code Forms	KL			
12/09/22	Review Water Permit Application	EL/RH	05/17/23 from Engineer lead on project		
12/14/22	Review Declaration for potential amendment or release	EL	04/28/23	05/11/23	
12/20/22	Research conflicts of interest related to volunteer work	EL			

<b>Date In</b>	<b>Task</b>	<b>Attorney</b>	<b>Last date in</b>	<b>Last date out</b>	<b>Final to Council/Admin</b>
01/02/23	Review Ordinance amendments to Article 87	EL			
01/10/23	Research re gifts to staff	EL			
01/13/23	Draft Fillable Stipulation Agreement for Properties/Uses in Violation	EL/KL	02/02/23	02/03/23	
01/17/23	Draft/Update Public Records Policy	EL			
01/17/23	Draft Ordinance re off-site impacts of special events	EL			
03/01/23	Draft Ordinance amending Sec 2-23	EL			
03/07/23	Review NextRequest Agreement	EL	05/30/23	05/02/23	
03/08/23	Prepare fillable NOV/NOH for Unpermitted Uses	KL	03/08/23	03/08/23	
03/20/23	Prepare Updated Tree Removal NOV/NOH	KL	01/09/23	03/20/23	
03/27/23	Update Fillable Prosecution Worksheet	KL	03/27/23	03/31/23	
03/29/23	Prepare RV NOV/NOH	KL	04/06/23	04/06/23	
04/05/23	Review Health Department Permit for 16169 Southern Blvd	EL/KL			
05/04/23	Review landscaper registration program	EL/JH			
05/09/23	Review Development Review Committee Materials	EL	06/06/23	06/05/23	
05/26/23	Modification of Stipulation for 16169 Southern Blvd	EL	06/05/23	06/05/23	
05/30/23	Draft contract for towing services	EL			
05/30/23	Review expiration of site plan approval	EL			
05/30/23	Review job descriptions	LD			

<b>Date In</b>	<b>Task</b>	<b>Attorney</b>	<b>Last date in</b>	<b>Last date out</b>	<b>Final to Council/Admin</b>
06/01/23	Review legislation re assessment of ag lands	EL/RH			
06/02/23	Review tree mitigation interpretation	EL/RH	06/02/23	06/02/23	
06/04/23	Research re regulations for obtaining and maintaining ag classification	EL/RH			
06/05/23	Review proposed comprehensive plan amendments	EL	06/11/23	06/12/23	
06/06/23	Prepare presentation on issues with Historical Legacy Application for PZB meeting 06/08/23	EL			
06/06/23	Research amending comprehensive plan by referendum	EL			
	Pata litigation coordination Settlement Approved 06/06/23	EL	06/12/23	06/07/23	
03/09/23	Seiferth Appeal Finding of Violation	GT/RH	06/02/23	05/07/23	



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 2i**

**TO:** Town Council of Town of Loxahatchee Groves  
**FROM:** Francine L. Ramaglia, Town Manager  
**DATE:** June 20, 2023  
**SUBJECT:** Finance- Chris Wallace from Munilytics (*will present at meeting*)

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**Background:**

Mr. Wallace will present information at meeting.



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 3**

**TO: Town Council of Town of Loxahatchee Groves**

**FROM: Francine Ramaglia, Town Manager**

**DATE: June 20, 2023**

**SUBJECT: Presentation of the Resilient Florida Grant Scope by Randy Wertepny of Keshavarz and Associates**

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**Presentation given by Randy Wertepny.**

## State of Florida Department of Environmental Protection Resilient Florida Grant Program

In 2021 and in 2022, Keshavarz & Associates, Inc. applied for State funding on behalf of the Town through the Resilient Florida Grant program for a town-wide Vulnerability Assessment (380.093 F.S.) to inventory, evaluate and assess the Town's surface water management system facilities, identify critical concerns, and provide recommendations for improvements. In 2023, the Florida Department of Environmental Protection (FDEP) awarded grant funding to the Town for the Vulnerability Assessment, including survey acquisition of components and facility locations and visual assessment of operational conditions.

Upon completion of this effort, the Town will be positioned to transition management of its stormwater infrastructure to a more cost-efficient and technology-based approach. The Vulnerability Assessment will document the locations of key stormwater components and elements of critical infrastructure including culverts, bridges, canals, roads, and other operational assets. Stormwater modeling and analysis of the acquired survey data will strategically pinpoint areas of greater vulnerability, identify projects for improvements, repairs and enhancements, and assist the Town's administration with prioritization of future expenditures.

The completed survey will allow the Town to coordinate more efficiently with consultants and agencies regarding planned projects, component locations, and operational conditions. The information will also support mapping and public outreach opportunities via presentation of the collected data and proposed action plans. This information is also valuable for the pursuit of funding assistance from agencies tasked with supporting infrastructure development, stormwater management, flood control, and resiliency in response to natural events, as well as qualifying for specific funding programs conducted by those agencies.

Available topographic information and methods for acquisition have improved significantly in the two-decade interim since the last study in 2000. A more accurate analysis can be completed in less time than was previously possible by applying current processing and visual imaging capabilities to available topographic data and supplementing it with site-specific data collection. In addition to improving stormwater management capabilities within the context of the Town's internal operations, the digital mapping and modeling framework also provides a foundation for compliance with the future NPDES requirements for maintenance, monitoring, and reporting. An updated analysis can be used to reevaluate the FEMA SFHA boundary, and conditions under the SFWMD permit which may affect future planning, expansion, and improvements in the system.

Upon completion of this assessment the Town will have the following tools essential for operating and maintaining stormwater management systems and facilities:

1. Surface Water Management System Model
2. Digital Asset Inventory
3. Assessment of existing facilities (canals & culverts)
4. Risk analysis for critical assets
5. Recommendations for stormwater management system improvements



The Town could utilize these tools for various aspects, including but not limited to:

1. Drainage Asset Inventory
  - a. Capital Planning
  - b. Operation and Maintenance
  - c. Reporting
  - d. Establish Ownership / Responsibility of Assets
2. Grant Opportunities
  - a. Basis required for Majority of Grants
  - b. Justification for Benefit Cost Analysis
3. Capital Improvement Planning
  - a. Repair and Replacement
  - b. Budgeting
  - c. Appropriations for repairs, improvements and replacements
4. NPDES
  - a. Monitoring
  - b. Reporting
  - c. Basis for permitting.
5. Floodplain Management
  - a. Establish development conditions with SFWMD
  - b. Indian Trails Improvement District, Village of Wellington

The Town is in the process of finalizing the agreement and work plan with FDEP, please see the status of the following exhibits enclosed:

- A. Resilient Florida Grant Application Information (6 pages)
- B. Resilient Florida Planning Grant Work Plan Checklist (1 page)
- C. FDEP Federal Finding Accountability and Transparency Act Form (4 pages)
- D. Grant Work Plan (6 pages)
- E. Keshavarz & Associates, Inc. Professional Services Proposal (9 pages)
- F. Engenuity Group, Inc. Professional Services Proposal (forthcoming)



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- [Close Window](#)
- [Print This Page](#)
- [Expand All](#) | [Collapse All](#)

**RAN-00152**

<b>State Agency</b>	Florida Department of Environmental Protection	<b>Peril of Flood Listed</b>	<input type="checkbox"/>
<b>State Program</b>	Resilient Florida	<b>Letters of Support Authors</b>	
<b>Disaster Number/Year</b>	FY 22-23	<b>Letters of Support Number</b>	
<b>Critical Infrastructure</b>	No		
<b>Project located in a Coastal Zone?</b>	No		
<b>SLIP Study Required?</b>	No		
<b>Local Project Phase</b>	Planning		
<b>Source of Match</b>			
<b>Funding Mechanism</b>	n/a		
<b>Estimated Project Duration</b>	12 Months		

**Applicant Information**

<b>Grant Funding Type</b>	Funding for Resilient Florida – Planning Projects	<b>Status</b>	Eligible
<b>Applicant Account</b>	Town of Loxahatchee Groves	<b>Applicant Contact</b>	
<b>Applicant Authorized Signee</b>	Francine Ramaglia	<b>Applicant Fiscal Agent</b>	Francine Ramaglia
<b>Regional Resilience Entity Account</b>	Town of Loxahatchee Groves	<b>Applicant Grant Manager</b>	Randy Wertepny

**Project Information**

<b>RPG Project Type</b>		<b>Project Title</b>	Town of Loxahatchee Groves Resiliency Vulnerability Assessment
<b>Entity Category</b>		<b>Project Location</b>	
<b>Resilient Florida Grant Program Types</b>	Comprehensive Vulnerability Assessment	<b>Project Geo Location Narrative</b>	
<b>List the City(ies)/Town(s)/Village(s)</b>	Town of Loxahatchee Groves	<b>State Lands Lease Agreement No.</b>	
<b>State Lands or State Parks Utilized</b>		<b>Project Geo Location</b>	
<b>Area Served</b>	Palm Beach	<b>Project Geo Location Metadata</b>	
<b>Sponsor City/County</b>		<b>Percent of Population</b>	100
<b>Total Population</b>	3,355	<b>Total Grant Match Amount</b>	\$70,000.00
<b>Prior Vulnerability</b>	No	<b>Total Grant Funding Amount Requested</b>	\$350,000.00
<b>Prior Vulnerability Share</b>		<b>Prior Vulnerability Entities</b>	

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**Project Critical Assets**

The results of the modeling component will be used to assess potential surface water and groundwater threats to critical assets identified during the field data collection and data input phases, identify design modifications and improvements that may alleviate potentially harmful conditions at those locations, and may be used to alter Comprehensive Plan and Ordinances with the intent of improving flood protection and response throughout the study area.

**Funding for Regional Resilience**

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**General Information**

**Project Need**

42.5% of the Town's surface area is within a FEMA flood hazard area. The drainage system serving this area was installed over one hundred years ago and has not been formally surveyed or evaluated since its adoption by the Town in 2017. Discharge from the Town's system is received by the SFWMD C-51 Canal, a major regional drainage feature connected to tidal waters at the downstream end, which is subject to tidal/ storm surge and capacity limitations that have been documented following major storm events.

Town constructed as agricultural farming community and has evolved into an agricultural equestrian and residential community and the level of protection; standards of care and safety need to evolve with it. The assessment is an instrumental step in identifying current and future needs to protect the critical infrastructure elements within the Town.

**Project Fit**

This project includes field observation of component conditions to identify existing threats to system operation which could lead to issues during high water events, and identification of critical assets. It also provides the baseline data for scientific analysis of pipe capacities and discharge components, evaluation of water levels in the system, and potential impacts originating from groundwater and surface water interactions with critical assets. Analysis of vulnerability will be conducted in accordance with requirements of 380.093 FS.

Through the hydraulic and hydrologic modeling, we will be able to identify areas that will be vulnerable to flooding during design storm events and will be able to evaluate and model more severe storm events and the potential impacts of sea level rise.

**GI Critical Asset VAAP**

**GI Flood Erosion Reducing**

**GI Regionally Significant**

**GI Critical Asset VAAP Explanation**

**GI Flood Erosion Reducing Explanation**

**GI Regionally Significant**

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	Explanation
GI Percent CA Vulnerable	GI Percent CA Vulnerable Explanation
GI Existing Flood Mitigation	GI Existing Flood Mitigation Explanation
GI Site Currently Flood	GI Site Currently Flood Explanation
GI Current Flood Zone	GI Current Flood Zone Explanation
GI Project Design Stage	GI Project Permitting Stage Explanation
GI Project Permitting Stage	GI Cost Share Explanation
GI Cost Share	GI Habitat Enhancement Explanation
GI Habitat Enhancement	GI Critical Habitat Explanation
GI Critical Habitat	GI Project Cost Effective Explanation
GI Project Cost Effective	GI Funding Secured Project Explanation
GI Funding Secured For Project	GI Previous State Involvement Explanation
GI Previous State Involvement	GI Will Exceed FL Bldng Code Explanation
GI Will Exceed Florida Building Code	GI Innovative Tech Reduce Cost Explanation
GI Innovative Tech Reduce Cost	GI Community Financially Disadvantaged E
GI Community Financially Disadvantaged	GI Benefit Spring Explanation
GI Benefit Spring	GI Protect Water Sources Explanation
GI Protect Water Sources	GI Facilities Waste Treatment Explanation
GI Facilities Waste Treatment	GI Convert Septic To Sewer Explanation
GI Convert Septic To Sewer	GI Green Stormwater Infrastructure Expl
GI Green Stormwater Infrastructure	GI Applied Other Programs Explanation
GI Applied Other Programs	
GI Community Population	

**Project Work Plan**

**Project Summary**

This project will assess the vulnerability of critical assets served by the Town's drainage system, and includes data collection and condition assessment by a professional surveyor to obtain location and cross-section data for drainage

**Project Description**

1. Field survey will be conducted by a professional surveyor and conditions of existing infrastructure will be assessed in the field for all major culverts and conveyance canals. Field data will be digitally imported into CAD from the file

Item 3.

culverts and canals within the system, data entry and creation of GIS framework, modeling analysis and report of findings for vulnerability scenarios described in 380.093 FS. The analysis will be used to justify improvements to infrastructure for resiliency and flood protection.

data recorder.

2. Critical assets within the Town which are served by the drainage system will be identified and associated with drainage system components to identify the downstream route of discharge and evaluate capacity. Drainage area boundaries related to each critical asset will be determined using the collected digital data for system components and topographic information from publicly available LiDAR data.

3. The field-collected system component data will be imported into a GIS framework from CAD files. Canals and culverts will be represented as lines, structures and outfalls as points, and drainage areas served by each component will be delineated as polygons.

4. Component information will be entered into stormwater modeling software to conduct a modeling analysis of system operation during flood scenarios and evaluate vulnerability to both groundwater and surface water impacts for vulnerability scenarios and planning horizons as described in 380.093 F.S.

5. A final report of findings will be prepared to include the critical asset inventory, high water stages at each critical asset location, pipe/channel analysis identifying potential capacity limitations within the system, and a prioritized summary of maintenance, repair, and replacement activities intended to reduce the vulnerability of critical assets to flooding. Recommended updates or revisions to the existing Unified Land Development Code, Code of Ordinances, and/or Comprehensive Plan will also be included if applicable.

**Project Need and Benefit**

**Project Feasibility**

The project will be completed prior to the 10 month grant period deadline. The rough schedule is outlined as follows:

1. Field Acquisition and Assessments (4 months): A large portion of the upfront work associated with this project consists of data acquisition and field assessments. Town continuing consultants in addition to Town staff will be utilized to conduct the field work associated with the project .

2. GIS Management (1 month): Field assessments into a GIS database which will be utilized for the modeling/ analysis and recommended improvement phases. This process will be begin concurrently with the field acquisition phase.

**Project Vulnerability**

The community is not coastal and is not required to meet Peril of Flood compliance, but this project will include identification of critical assets for assessment of vulnerability and conversion of field survey data for system components into a GIS framework for the Department's use. Assessment will be conducted to reflect NOAA tidal surge and tailwater fluctuation in the receiving C-51 Canal under current and future land use conditions and will include hydrologic and hydraulic modeling of system response during rainfall events for 2040 and 2070 planning horizons.

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3. Modeling and Analysis (2 months):  
 This phase will begin upon completion of the Field acquisition phase to generate the existing conditions model (1) month. After the existing conditions model is calibrated, various analysis and modeling scenarios will occur over the next month.

4. Draft Report of Finding and Recommended Improvements (1 month):  
 The results of conducted analyses, current and potential levels of protection, critical infrastructure concerns and summary of recommended improvements will be compiled into a draft report for review and approval.

5. Finalize Report (1 - 2 months)

Vulnerability Assessment include State No

**Budget**

Budget Narrative  
 Indirect Percent

Work Performed by

**Signature**

Authorized Signers Signature Francine Ramaglia

Certification Agreement

**System Information**

Created By	Randy Wertepny, 6/22/2022 8:40 AM	Preparer Type	Applicant
Last Modified By	Gabriela Benitez, 10/14/2022 10:47 AM	Preparer Account	Town of Loxahatchee Groves
Owner	Randy Wertepny	Preparer Contact	Randy Wertepny
EGR Application Name	RAN-00152	Preparer User	Randy Wertepny

**Files**

**Grant Reso**

Last Modified **6/22/2022 2:52 PM**  
 Created By **Randy Wertepny**

**Aerial Map**

Last Modified **6/22/2022 11:37 AM**  
 Created By **Randy Wertepny**

**EGR Application Tasks**

**RTN-00941**

Task Number	1
Task Description	<b>Survey acquisition of existing infrastructure including canals, culverts, bridges, and related stormwater management and conveyance infrastructure throughout the Town. All related assets will be documented and assessed.</b>
Total Task Amount Requested	<b>\$200,000.00</b>

**RTN-00942**

Task Number 2

Task Description	<p><b>Hydraulic / Hydrological system analysis to generate existing conditions model, calibration set up various analyses to evaluate impacts to design storm flooding, sea level rise, flood protection to critical infrastructure and modeling proposed improvements to enhance flood protection and resiliency.</b></p> <p><b>The main points of interest that we would like to review/analysis are as follows:</b></p> <ul style="list-style-type: none"><li><b>a. Existing Conditions Model</b></li><li><b>b. Future Build out Model</b></li><li><b>c. Calibration of Discharge Structures with Recent Tailwater Analysis of C-51 Canal</b></li><li><b>d. Maintenance Activities</b></li><li><b>e. Maintenance Access</b></li><li><b>f. NPDES Concerns</b></li><li><b>g. Floodplain Management</b></li><li><b>i. System-wide Stormwater Attenuation</b></li><li><b>ii. Filling Activities</b></li><li><b>h. Sea-level rise</b></li><li><b>i. Critical Asset level of protection</b></li><li><b>j. Water Quality Concerns</b></li><li><b>k. Town Regulations for Residential, Equestrian and Agricultural</b></li><li><b>l. System-wide stormwater attenuation</b></li></ul>
Total Task Amount Requested	<b>\$150,000.00</b>

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## DEP Resilient Florida Program

### 22/23 Planning Grant Work Plan Task Checklist - Municipalities

Below is a list of tasks that can be included in the 22/23 planning grant work plans consistent with the [Standardized Vulnerability Assessment: Scope of Work Guidance](#). While some tasks are required (and have already been “selected” below), others are recommended or optional. Additional information on the individual tasks and associated deliverables can be found in the attached template.

Please select each task that should be included in the grant agreement, 23PLN 101 ,  
Town of Loxahatchee Groves Resiliency Vulnerability Assessment , grant work plan.

**Required Tasks:** Automatically included for Vulnerability Assessments (VA) pursuant to Section 380.093, Florida Statutes.

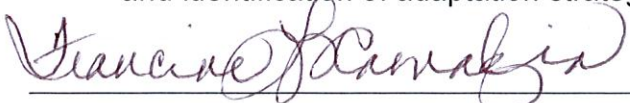
- Acquire background data
- Exposure analysis
- Sensitivity analysis
- Final Vulnerability Assessment report, maps, and tables
- \*Peril of Flood compliance (for communities not already in compliance, if applicable)

**Recommended Tasks:** Recommended as part of a thorough approach to completing a statutorily compliant VA.

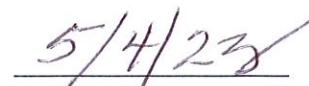
- Kick off meeting: Review project scope, project goals, schedule, milestones, and necessary deliverables. Identify potential steering committee participants.
- Assemble steering committee: Invite identified persons to participate in the steering committee.
  - Conduct steering committee meetings (only applicable if “Assemble steering committee” task included).
- Public outreach meeting #1: Gather public input prior to work commencing.
- Public outreach meeting #2: Distribute analysis outcomes before finalizing the VA.
- Identify focus areas: Assign focus areas to locations or assets that are particularly vulnerable and require the development of adaptation strategies.
- Public Presentation: Share findings of the final VA and recommendations with local governing boards, technical committees, etc.

**Optional Tasks:** Additional planning efforts after completion of a VA.

- Local Mitigation Strategy: Use the results of the VA to inform a Local Mitigation Strategy (usually developed at the county level) as required by the Florida Division of Emergency Management.
- Adaptation Plan: Consistent with the Florida Adaptation Planning Guidebook and includes an assessment of adaptive capacities, prioritization of adaptation needs, and identification of adaptation strategies.



Grantee Grant Manager



Date





**Florida Department of Environmental Protection**  
**Federal Funding Accountability and Transparency Act Form – Subaward to a Recipient**

Submit completed form to: [Contracts\\_Adm@FloridaDEP.gov](mailto:Contracts_Adm@FloridaDEP.gov)

**Purpose:** The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent of this legislation is to empower every American with the ability to hold the government accountable for each spending decision. The FFATA legislation requires information on federal awards (federal assistance and expenditures) be made available to the public via a single, searchable website, which is <http://www.usaspending.gov/>.

The FFATA Subaward Reporting System (FSRS) is the reporting tool the Florida Department of Environmental Protection (“DEP”) must use to capture and report subaward and executive compensation data regarding first-tier subawards that obligate \$30,000 or more in Federal funds (excluding Recovery funds as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5).

**[Note: This reporting requirement is not applicable for the procurement of property and services obtained by the DEP through a Vendor relationship. Refer to 2 CFR Ch. 1 Part 170 Appendix A, Section I.c.3 for the definition of “subaward”.]**

**Organization and Project Information:** As of October 1, 2015, the following information must be provided to the DEP prior to the DEP’s issuance of a subaward (Agreement) that obligates \$30,000 or more in federal funds as described above. Please provide the following information and return the signed form to DEP as requested. If you have any questions, please contact the DEP’s Bureau of General Services, Contracts Team at [Contracts\\_Adm@FloridaDEP.gov](mailto:Contracts_Adm@FloridaDEP.gov) or at telephone number 850/245-2361 for assistance.

**UEI:** 099US3JN00

(UEI must be twelve (12) characters not including dashes)\*

**Federal Award ID Number (FAIN#):** SLFRP0125

**Catalog of Federal Domestic Assistance (CFDA)#:** 21.027

**DEP Assigned Grant Agreement#:** \_\_\_\_\_

**Dollar Amount of Grant Disbursement:** \$ 350,000.00

\* If your company or organization does not have a UEI number, you will need to refer to the Sam.gov website at <https://sam.gov/content/home> to register your entity to request a Unique Entity ID.

**Business Name:** Town of Loxahatchee Groves

**DBA Name (If applicable):** \_\_\_\_\_

**Principal Place of Business Address:**

Address Line 1: 155 F Road

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

City: Loxahatchee Groves

State: FL

Zip+4: 33470



**Florida Department of Environmental Protection**  
**Federal Funding Accountability and Transparency Act Form – Subaward to a Recipient**

Description of Project (up to 4000 characters):

The project will include field survey acquisition and field condition assessment of stormwater management system components, with corresponding oversight and preliminary research of available records. The survey is intended to include drainage assets and infrastructure including bridges and culverts, direct inflows, drainage connections, and discharge structures. In addition, topographic cross-sections of canals at set intervals and assessment of the functional condition of each located asset are to be included.

Collected data will be imported into CAD and GIS formats for future use. CAD data will be used to generate cross-sections of the existing canals to determine areas where maintenance is needed. GIS data can be used for generation of maps and exhibits, as well as for coordination with agencies, consultants, and the general public. Additionally, collected data will be used to generate a stormwater management system model for rainfall routing analysis to evaluate possible restrictions and high water conditions throughout the service area.

Lastly, a Vulnerability Analysis meeting the requirements of 380.093 F.S. will be conducted using the modeling software to evaluate potential storm-related threats to critical infrastructure under various rainfall scenarios and time horizons. A final report summarizing the results of the Vulnerability Analysis will be prepared for submittal to the Florida Department of Environmental Protection (FDEP).

Town staff will coordinate with consultants and FDEP throughout the process, as well as conduct field condition assessments of located assets. Survey data acquisition, data migration, stormwater management system modeling, and preparation of technical reports and exhibits will be performed by subconsultants under this project.



**Florida Department of Environmental Protection  
Federal Funding Accountability and Transparency Act Form – Subaward to a Recipient**

**Principal Place of Project Performance (If different than principal place of business)**

Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_  
 Address Line 3: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_

Congressional District for Principal Place of Project Performance: \_\_\_\_\_  
**(Providing the Zip+4 ensures that the correct Congressional District is reported.)**

**Executive Compensation Information:**

YES <input type="radio"/>	NO <input checked="" type="radio"/>	1. In your business or organization’s previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (a) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance (e.g. loans, grants, subgrants, and/or cooperative agreements, etc.) subject to the Transparency Act, as defined at 2 CFR 170.320; and, (b) \$30,000,000 or more in annual gross revenues from U.S. Federal procurement contracts (and subcontracts) and Federal financial assistance (e.g. loans, grants, subgrants, and/or cooperative agreements, etc.) subject to the Transparency Act?
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**If the answer to Question 1 is “Yes,” continue to Question 2.  
 If the answer to Question 1 is “No”, move to the signature block below to complete the certification and submittal process.**

YES <input type="radio"/>	NO <input checked="" type="radio"/>	2. Does the public have access to information about the compensation of the executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15 (d) of the Securities Exchange Act of 1934 (15 U.S.C. 78 m (a), 78 o(d)), or Section 6104 of the Internal Revenue Code of 1986?
------------------------------	--	--

**If the answer to Question 2 is “Yes,” move to the signature block below to complete the certification and submittal process. [Note: Securities Exchange Commission information should be accessible at <http://www.sec.gov/answers/execomp.htm>. Requests for Internal Revenue Service (IRS) information should be directed to the local IRS for further assistance.]**

**If the answer to Question 2 is “NO” FFATA reporting is required. Provide the information required in the “TOTAL COMPENSATION CHART FOR MOST RECENTLY COMPLETED FISCAL YEAR” appearing below to report the “Total Compensation” for the five (5) most highly compensated “Executives”, in rank order, in your organization.**

For purposes of this request, the following terms apply as defined in 2 CFR Ch. 1 Part 170 Appendix A:  
 “Executive” is defined as “officers, managing partners, or other employees in management positions”.  
 “Total Compensation” is defined as the cash and noncash dollar value earned by the executive during the most recently completed fiscal year and includes the following:

- Salary and bonus.
- Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.



**Florida Department of Environmental Protection  
Federal Funding Accountability and Transparency Act Form – Subaward to a Recipient**

- Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- Above-market earnings on deferred compensation which is not tax-qualified.
- Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**Total Compensation Chart for Most Recently Completed Fiscal Year**

Date of Fiscal Year Completion (mm/dd/yyyy) 9/30/23

The undersigned as (enter position title) Town Manager

of (enter Business Name) Town of Loxahatchee Groves

Certifies that on the date written below, the information provided herein is accurate.

Type or Print Name: Francine L. Ramaglia Title: Town Manager

Signature: *Francine Ramaglia* Date: 3/21/23

Rank (Highest to Lowest)	Last Name	First Name	MI	Title	Total Compensation for Most Recently Completed Fiscal Year
	Ramaglia	Francine	L	Town Manager	
	Peters	Larry		PW Director	
	Burch	Lakisha		Town Clerk	
	Matos	Mario		Asst. PW Director	

The undersigned as (enter position title) Town Manager

Of (enter Business Name) Town Of Loxahatchee Groves

Certifies that on the date written below, the information provided herein is accurate.

Francine L. Ramaglia

Print Name

Town Manager

Title

Signature: *Francine Ramaglia*

3/21/23

Date

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
GRANT WORK PLAN  
AGREEMENT NO. 23PLN101**

**ATTACHMENT 3**

**PROJECT TITLE:** Town of Loxahatchee Groves Resiliency Vulnerability Assessment

**PROJECT LOCATION:** The Project is located in Town of Loxahatchee within Palm Beach County, Florida.

**PROJECT DESCRIPTION:**

The Town of Loxahatchee (Grantee) will complete the Town of Loxahatchee Groves Resiliency Vulnerability Assessment Project (Project) to include a comprehensive Vulnerability Assessment (VA) pursuant to Section 380.093, Florida Statutes (F.S.) as well as develop an inventory of all critical and regionally significant assets in the area.

**TASKS AND DELIVERABLES:**

**Task 1: Kick Off Meeting**

**Description:** The Grantee will develop an overall project management plan and address initial actions and then conduct a kick-off meeting for the project. Meeting attendees should discuss the project scope, project goals, schedule, key milestones, and deliverables in order to develop a consistent project approach. The kick-off meeting will be hosted by the Grantee and should identify potential representatives to serve on the project steering committee. Prior to the meeting, the Grantee will prepare the sign-in sheet, draft project schedule, and other meeting materials as necessary. The Grantee will prepare a draft list of representatives to serve on the project steering committee based on discussions with the Grantee.

**Deliverables:** The Grantee will provide the following: 1) meeting agenda to include location, date, and time of meeting; 2) meeting sign-in sheets or attendance records with attendee names and affiliation; 3) a copy of the materials created for distribution at the meeting, as applicable; 4) kick-off meeting summary, which documents all decisions and agreed upon outcomes of the meeting; 5) a draft list of steering committee members; and 6) a draft email to potential steering committee members to request their participation on the committee. The email shall include the project purpose, goals, schedule, project meeting dates and locations, and overall desired outcomes.

**Task 2: Assemble Steering Committee**

**Description:** The Grantee will review and approve the steering committee list and then distribute the draft email prepared in Task 1 to the steering committee members. The email requests steering committee member participation and to provide confirmation of acceptance or denial.

**Deliverables:** The Grantee will provide the list of local representatives that have confirmed participation on the steering committee. The list shall include the name, organization/affiliation, position title, and contact information.

### Task 3: Conduct Steering Committee Meetings

**Description:** The Grantee will coordinate and schedule the quantity, dates, times, and locations for the steering committee meetings, based on critical decision points in the project process. The purpose of the steering committee meetings is to assist in reviewing the goals of the project, review draft materials, provide input for study direction, assist in identifying geographic context, appropriate modeling methodologies, assist in identifying available data and resources, identify relevant assets, and review project findings and recommendations. Steering committee meetings will be held on a bi-annual basis.

**Deliverables:** The Grantee will provide the following: 1) meeting agendas to include location, date, and time of meeting; 2) meeting sign-in sheets with attendee names and affiliation; 3) a copy of the presentation(s) and any materials created for distribution at the meeting, as applicable; and 4) a summary report of committee recommendations and guidance, to include attendee input, meeting outcomes, methodologies selected, appropriate resources and data, relevant assets and review of study deliverables for accuracy and applicability.

### Task 4: Public Outreach Meeting #1

**Description:** The Grantee will conduct at least two public outreach meetings during the project. The purpose of the first meeting is to allow the public to provide input during the initial data collection stages, to include input on preferred methodologies, data for analyzing potential sea level rise impacts and/or flooding, guiding factors to consider, and critical assets important to the community. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

**Deliverables:** The Grantee will provide the following: 1) meeting agendas to include location, date, and time of meeting; 2) meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, steering committee member, local government staff); 3) a copy of the presentation(s) and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public announcements, graphics), as applicable; 4) a summary report including attendee input and meeting outcomes.

### Task 5: Acquire Background Data

**Description:** The Grantee will research and compile the data needed to perform the VA based on the requirements as defined in Section 380.093, F.S. Three main categories of data are required to perform a VA: 1) critical and regionally significant asset inventory, 2) topographic data including field acquisition of channel cross-sections and drainage assests, and 3) flood scenario-related data. GIS metadata should incorporate a layer for each of the four asset classes as defined in paragraphs 380.093(2)(a)1-4, F.S. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards (Exhibit I), and raw data sources shall be defined within the associated metadata. Sea level rise projection data shall include the 2017 National Oceanic and Atmospheric Administration (NOAA) intermediate-high and intermediate-low projections for 2040 and 2070, at a minimum. Other projections can be used at the Grantees discretion. Storm surge data used must be equal to or exceed the 100-year return period (1% annual chance) flood event. In the process of researching background data, the Grantee shall identify data gaps, where missing data or low-quality information may limit the VA's extent or reduce the accuracy of the results. The Grantee shall rectify any gaps of necessary data.

**Deliverables:** The Grantee will provide the following: 1) a technical report to outline the data compiled and findings of the gap analysis; 2) a summary report to include recommendations to address the identified

data gaps and actions taken to rectify them, if applicable; and 3) GIS files with appropriate metadata of the data compiled, to include locations of critical assets owned or maintained by the Grantee as well as regionally significant assets that are classified and as defined in paragraphs 380.093(2)(a) 1-4, F.S.

### **Task 6: Exposure Analysis**

**Description:** The Grantee will perform an exposure analysis to identify the depth of water caused by each sea level rise, storm surge, and/or flood scenario. The water surface depths (i.e. flood scenarios) used to evaluate assets shall include the following data: tidal flooding, current and future storm surge flooding, rainfall-induced flooding, and compound flooding, all as applicable, as well as the scenarios and standards used for the exposure analysis shall be pursuant to s. 380.093, F.S. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards (Exhibit I), and raw data sources shall be defined within the associated metadata.

**Deliverables:** The Grantee will provide the following: 1) a draft Vulnerability Assessment report that provides details on the modeling process, type of models utilized, and resulting tables and maps illustrating flood depths for each flood scenario; and 2) GIS files with results of the exposure analysis for each flood scenario as well as the appropriate metadata that identifies the methods used to create the flood layers.

### **Task 7: Sensitivity Analysis**

**Description:** The Grantee will perform the sensitivity analysis to measure the impact of flooding on assets and to apply the data from the exposure analysis to the inventory of critical assets created in the Acquire Background Data Task. The sensitivity analysis should include an evaluation of the impact of flood severity on each asset class and at each flood scenario and assign a risk level based on percentages of land area inundated and number of critical assets affected.

**Deliverables:** The Grantee will provide the following: 1) an updated draft Vulnerability Assessment report that provides details on the findings of the exposure analysis and the sensitivity analysis and includes visual presentation of the data via maps and tables, based on the statutorily-required scenarios and standards; and 2) an initial list of critical and regionally significant assets that are impacted by flooding. The list of critical and regionally significant assets must be prioritized by area or immediate need and must identify which flood scenario(s) impacts each asset.

### **Task 8: Public Outreach Meeting #2**

**Description:** The Grantee will conduct a second public meeting to present the results from the exposure analysis, sensitivity analysis, and draft Vulnerability Assessment. The purpose of the second meeting is to allow the public to provide community-specific input on the results of the analyses and to reconsider methodologies and assumptions used in the analysis. Additionally, during this meeting, the Grantee will encourage the public to prioritize focus areas of flooding, and the critical assets in preparation for the development of adaptation strategies and project development. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.

**Deliverables:** The Grantee will provide the following: 1) meeting agendas to include location, date, and time of meeting; 2) meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, steering committee member, local government staff); 3) a copy of the presentation(s) and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public

announcements, graphics), as applicable; 4) a summary report including attendee input and meeting outcomes, to include defining focus areas recommended by the community.

### Task 9: Identify Focus Areas

**Description:** The Grantee will identify focus areas based on the results of the second public outreach meeting and input from the steering committee, following the guidelines in Chapter 2 of the Florida Adaptation Planning Guidebook. Based on the exposure and sensitivity analyses, the Grantee may assign focus areas to locations or assets that are particularly vulnerable and require the development of adaptation strategies. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards (Exhibit I), and raw data sources shall be defined within the associated metadata.

**Deliverables:** The Grantee will provide a report summarizing the areas identified as focus areas, with justification for choosing each area

### Task 10: Final Vulnerability Assessment Report, Maps, and Tables

**Description:** The Grantee will finalize the Vulnerability Assessment (VA) report pursuant to the requirements in s. 380.093, F.S., and based upon the steering committee and public outreach efforts. The final VA must include all results from the exposure and sensitivity analyses, as well as a summary of identified risks and assigned focus areas. It should contain a list of critical and regionally significant assets that are impacted by flooding and sea-level rise, specifying for each asset the flood scenario(s) impacting the asset. GIS files and associated metadata must adhere to the Resilient Florida Program's GIS Data Standards (Exhibit I), and raw data sources shall be defined within the associated metadata.

**Deliverables:** The Grantee will provide the following: 1) Final Vulnerability Assessment Report that provides details on the results and conclusions, including illustrations via maps and tables, based on the statutorily-required scenarios and standards in s. 380.093, F.S.; 2) a final list of critical and regionally significant assets that are impacted by flooding. The list of critical and regionally significant assets must be prioritized by area or immediate need and must identify which flood scenario(s) impacts each asset.; 3) all electronic mapping data used to illustrate flooding and sea level rise impacts identified in the VA, to include the geospatial data in an electronic file format and GIS metadata; and 4) a signed Vulnerability Assessment Compliance Checklist Certification.

### Task 11: Public Presentation

**Description:** The Grantee will present the final VA results to the Town of Loxahatchee Groves Town Council Meeting. The purpose of the presentation is to share the findings from the final VA and provide recommendations of actions for adaptation strategies and future project funding. The presentation will also inform the public of the results and the future risk of sea level rise and increased flooding and encourage community participation when identifying mitigation strategies to address the flooding vulnerabilities. The Grantee will prepare all social media notifications, meeting invitations, meeting materials, presentations, and graphics utilized during the meeting, as applicable.



**Deliverables:** The Grantee will provide the following: 1) meeting agendas to include location, date, and time of meeting; 2) meeting sign-in sheets with attendee names and affiliation (i.e. local stakeholder, resident, steering committee member, local government staff); 3) a copy of the presentation(s) and any materials created in preparation of or for distribution at the meeting (i.e. social media posts, public announcements, graphics), as applicable; 4) a summary report including attendee input and meeting outcomes.

**PERFORMANCE MEASURES:** The Grantee will submit all deliverables for each task to the Department's Grant Manager on or before the Task Due Date listed in the Project Timeline. The Grantee must also submit Exhibit A, Progress Report Form, to the Department's Grant Manager, with every deliverable and payment request. For interim payment requests, Exhibit A may serve as the deliverable for a task. The Department's Grant Manager will review the deliverable(s) to verify that they meet the specifications in the Grant Work Plan and the task description, to include any work being performed by any subcontractor(s). Upon review and written acceptance by the Department's Grant Manager of deliverables under the task, the Grantee may proceed with payment request submittal.

**CONSEQUENCES FOR NON-PERFORMANCE:** For each task deliverable not received by the Department at one hundred percent (100%) completion and by the specified due date listed in the Agreement's most recent Project Timeline, the Department will reduce the relevant Task Funding Amount(s) paid to Grantee in proportion to the percentage of the deliverable(s) not fully completed and/or submitted to the Department in a timely manner.

**PAYMENT REQUEST SCHEDULE:** Following the Grantee's full completion of a task, the Grantee may submit a payment request for cost reimbursement using both Exhibit A, Progress Report Form, and Exhibit C, Payment Request Summary Form. Interim payment requests cannot be made more frequently than quarterly and must be made using Exhibit A, detailing all work progress made during that payment request period, and Exhibit C. Upon the Department's receipt of Exhibit A and C, along with all supporting fiscal documentation and deliverables, the Department's Grant Manager will have ten (10) working days to review and approve or deny the payment request.

**PROJECT TIMELINE AND BUDGET DETAIL:** The tasks must be completed by, and all deliverables received by, the corresponding task due date listed in the table below. Cost-reimbursable grant funding must not exceed the budget amounts indicated below. Requests for any change(s) must be submitted prior to the current task due date listed in the Project Timeline. Requests are to be sent via email to the Department's Grant Manager, with the details of the request and the reason for the request made clear.

Task No.	Task Title	Budget Category	DEP Amount	Match Amount	Total Amount	Task Start Date	Task Due Date
1	Kick Off Meeting	Contractual Services	\$5,400.00	\$416.00	\$5,816.00	8/1/2022	9/30/2023
2	Assemble Steering Committee	Contractual Services	\$0.00	\$448.00	\$488.00	8/1/2022	10/31/2023
3	Conduct Steering Committee Meetings	Contractual Services	\$18,150.00	\$15,200.00	\$33,350.00	8/1/2022	9/30/2025
4	Public Outreach Meeting #1	Contractual Services	\$4,800.00	\$6,088.00	\$10,888.00	8/1/2022	12/31/2023
5	Acquire Background Data	Contractual Services	\$129,380.00	\$95,850.00	\$225,230.00	8/1/2022	6/30/2024
6	Exposure Analysis	Contractual Services	\$111,300.00	\$0	\$111,300.00	8/1/2022	10/31/2024
7	Sensitivity Analysis	Contractual Services	\$35,700.00	\$3,200.00	\$38,900.00	8/1/2022	12/31/2024
8	Public Outreach Meeting #2	Contractual Services	\$4,800.00	\$6,088.00	\$10,888.00	7/1/2024	3/31/2025
9	Identify Focus Areas	Contractual Services	\$6,550.00	\$662.00	\$7,212.00	7/1/2024	6/30/2025
10	Final Vulnerability Assessment Report, Maps, and Tables	Contractual Services	\$30,220.00	\$0	\$30,220.00	8/1/2022	7/31/2025
11	Public Presentation	Contractual Services	\$3,700.00	\$0	\$3,700.00	7/1/2024	9/30/2025
Total:			\$350,000.00	\$127,952.00	\$477,952.00		



Town of Loxahatchee Groves (Town)  
155 F Road  
Loxahatchee Groves, FL 33470

March 16<sup>th</sup>, 2023  
*revised June 12<sup>th</sup>, 2023*  
Project No. 23-1436

Attention: Ms. Francine Ramaglia, Town Manager

Reference: **Town of Loxahatchee Groves Resiliency Vulnerability Assessment**

Dear Ms. Ramaglia,

Based upon your request and with utmost pleasure, Keshavarz & Associates, Inc. (Consultant) is presenting you with this proposal to perform professional services to assess the vulnerability of critical assets served by the Town of Loxahatchee Groves' (Town) drainage system.

### **Background**

Loxahatchee Farms was established in 1917, with 6,500 acres as an agricultural community. Approximately 30 miles of canals were installed to provide drainage conveyance and irrigation demand for this community. In as much as the Town has maintained its rural character throughout the years as it has evolved from a farming community to an agricultural residential community, the drainage system has not yet been formally surveyed, assessed or evaluated by the Town for its current purposes and function. The last known drainage study was conducted by the Loxahatchee Groves Water Control District in 2000 with the purpose of identifying improvements to enhance flood protection for targeted areas and ensure compliance with South Florida Water Management District (SFWMD) Surface Water Management System Permit No. 50-01682-S, issued in 1988. Topographic information for this study was based on the limited sources available at the time, but no Town-wide survey (aerial or LiDAR) was conducted or used in the analysis.

In 2014, the Florida Department of Environmental Protection (FDEP) requested that the Town obtain permit coverage under the National Pollution Discharge Elimination System (NPDES) for the municipal separate storm sewer system (MS4) within the limits of the Town of Loxahatchee Groves. Keshavarz & Associates, Inc. successfully advocated on behalf of the Town to postpone implementation of the NPDES permitting requirements. However, preparations for meeting the requirements should continue as this requirement is on the horizon. Issuance of a mandate for compliance with the NPDES requirements could result in a costly acceleration of necessary measures.

In 2017, the Federal Emergency Management Agency (FEMA) updated their flood insurance rate maps (FIRM) based on the C-51 Basin Rule Re-Evaluation undertaken by the SFWMD in 2015. FEMA established a special flood hazard area (SFHA) with a base flood elevation of 17.6' NAVD (North American Vertical Datum of 1988). An estimated 42.5% of the Town's surface area is located within the SFHA. Keshavarz & Associates, Inc. was able to work with FEMA to redefine the flood hazard area and exclude over 200 structures from requiring additional flood insurance.



Since then, Palm Beach County (PBC) has acquired county-wide LiDAR information that may help further justify a reduction in a portion of the Town area classified as being located within the SFHA.

In 2021 and in 2022, Keshavarz & Associates, Inc. applied for State funding on behalf of the Town through the Resilient Florida Grant program for a town-wide Vulnerability Assessment (380.093 F.S.) to inventory, evaluate and assess the Town's surface water management system facilities, identify critical concerns, and provide recommendations for improvements. In 2023, the Florida Department of Environmental Protection (FDEP) awarded grant funding to the Town for the Vulnerability Assessment, including survey acquisition of components and facility locations and visual assessment of operational conditions.

Upon completion of this effort, the Town will be positioned to transition management of its stormwater infrastructure to a more cost-efficient and technology-based approach. The Vulnerability Assessment will document the locations of key stormwater components and elements of critical infrastructure including culverts, bridges, canals, roads, and other operational assets. Stormwater modeling and analysis of the acquired survey data will strategically pinpoint areas of greater vulnerability, identify projects for improvements, repairs and enhancements, and assist the Town's administration with prioritization of future expenditures.

The completed survey will allow the Town to coordinate more efficiently with consultants and agencies regarding planned projects, component locations, and operational conditions. The information will also support mapping and public outreach opportunities via presentation of the collected data and proposed action plans. This information is also valuable for the pursuit of funding assistance from agencies tasked with supporting infrastructure development, stormwater management, flood control, and resiliency in response to natural events, as well as qualifying for specific funding programs conducted by those agencies.

Available topographic information and methods for acquisition have improved significantly in the two-decade interim since the last study in 2000. A more accurate analysis can be completed in less time than was previously possible by applying current processing and visual imaging capabilities to available topographic data and supplementing it with site-specific data collection. In addition to improving stormwater management capabilities within the context of the Town's internal operations, the digital mapping and modeling framework also provides a foundation for compliance with the future NPDES requirements for maintenance, monitoring, and reporting. An updated analysis can be used to reevaluate the FEMA SFHA boundary, and conditions under the SFWMD permit which may affect future planning, expansion, and improvements in the system.



## **Scope of Work**

### **Task 1. Project Management, Orientation, Research, Meetings and General Coordination**

#### **1.1 Project Management and Correspondence:**

Consultant's project management responsibilities range from internal to external methods and approaches affecting the general advancement of the project. Included in this task is the Consultant's continual quality assurance and control efforts as the work proceeds. This task includes general correspondence, coordination and data exchange with the Town and others as necessary and as needed throughout the project.

#### **1.2 Project Orientation, Research:**

The Consultant shall research, review and study record drawings, geographic information system (GIS) database information, and other pertinent information of the existing facilities within the Town rights-of-ways / drainage system corridors.

#### **1.3 Kick-off Meeting:**

The Consultant will develop an overall project management plan and address initial actions and then conduct a kick-off meeting for the project to discuss the project scope, project goals, schedule, key milestones, and deliverables in order to develop a consistent project approach. The Consultant will prepare the agenda for the meetings and will issue meeting summaries following the meeting.

#### **1.4 Grant Reporting and Assistance:**

The Consultant shall work with the Town's Grant Manager, a member of Town staff assigned by the Town to comply with the grant requirements. The Consultants shall provide quarterly progress reports and payment request forms to the Town in conformance with the grant requirements.

#### **1.5 Conduct Steering Committee Meetings:**

The Consultant shall facilitate bi-annual steering committee meetings throughout the duration of the project. The Consultant shall prepare agendas, conduct the meetings and shall issue meeting summaries following each meeting. The purpose of the steering committee meetings is to assist in reviewing the goals of the project, review draft materials, provide input for study direction, assist in identifying geographic context, appropriate modeling methodologies, assist in identifying available data and resources, identify relevant assets, and review project findings and recommendations as recommended by FDEP for successful implementation of this assessment. Up to five (5) steering committee meetings are included with this proposal.



### **1.6 Public Outreach Meetings:**

Based on the recommendations of FDEP, two public outreach meetings will be conducted for the implementation of this assessment. The purpose of the first meeting is to allow the public to provide input during the initial data collection stages, to include input on preferred methodologies, data for analyzing potential flooding and/or sea level rise impacts, guiding factors to consider, and critical assets important to the community. The purpose of the second meeting is to allow the public to provide community-specific input on the results of the analyses and to reconsider methodologies and assumptions used in the analysis. Additionally, during this meeting, the Grantee will encourage the public to prioritize focus areas of flooding, and the critical assets in preparation for the development of adaptation strategies and project development.

The Consultant shall attend and participate in these meetings and shall prepare a presentation and exhibits in support of the meetings. However, notifications, agenda, summaries, and conducting the meeting shall be performed by others.

## **Task 2. Asset Inventory & Condition Assessment**

### **2.1. Drainage Culverts:**

The Consultant shall locate all known and visible drainage culverts and bridges within and discharging into the Town canal system utilizing survey grade GPS equipment to locate the upstream and downstream limits of these drainage assets. Pipe size, material as well as the top of pipe and/or invert elevation for the drainage culverts will be acquired in the field. It should be noted that it is expected that a percentage of the acquired drainage pipes will be in a deteriorated state due to rust, age, maintenance, etc. and therefore, the pipe size may need to be estimated. For bridges, the road elevation, material, span and low member elevation will be acquired.

The Consultant shall upload the data obtained in the field into a GIS database that will be used for inventory, modeling, assessment, and future maintenance and reporting purposes. An assessment form and location map for each found facility will be generated and provided to the Town for field verification, additional inventory and assessment purposes. As a part of the Town's in-kind services, the Town will assess the found condition of the existing facilities as good, fair or poor and will include the date of installation, if known, document the owner of the facility and associated Town permit, if applicable, as well as collect one or more photograph(s) of the asset to depict the location, immediate surroundings, and condition of the asset.

Based on the data provided by the Town as indicated above, the Consultant shall update the GIS database to include the date of last inspection, condition, recommended action (if any), and date of next scheduled inspection if no additional action is recommended.



## 2.2. Canal Sections:

Acquire topographic cross-sectional information of the Town maintained canals adjacent to the main roadways as listed below:

Road	Mileage	Description
A Road	2.0	Okeechobee Boulevard to North Road
B Road	2.0	Okeechobee Boulevard to North Road
C Road	2.0	Okeechobee Boulevard to North Road
D Road	2.0	Okeechobee Boulevard to North Road
E Road	2.0	Okeechobee Boulevard to North Road
F Road	1.0	Okeechobee Boulevard to North Road
G Road West	0.5	25th Street North to North Road
Folsom Road	0.5	Okeechobee Boulevard to 25th Street North
G Road East	0.5	25th Street North to North Road
North Road	2.0	A Road to E Road
South North Road	1.50	E Road to G Road East
25th Street North	0.5	G Road West to G Road East
Total	16.50	

Cross sections of the canals will be obtained at approximately 500' intervals. The cross sections will include the limits of roadway and/or apparent maintenance access within 30' from the canal top of bank on either side of the canal. The edge of pavement/rock road, top of bank, edge of water elevation, grade breaks and bottom of the canal will be acquired as well as the depth of any muck or silt material encountered within the canal. The results of the field acquisition will be uploaded to AutoCAD and cross-sections of the existing canals will be drafted for each location at a scale of 1"=20'.

Consultant shall coordinate with other Town consultants for the acquisition of the canal cross sections south of Okeechobee Boulevard.



### **Task 3. Existing Conditions Hydraulic and Hydrological Model**

The Consultant shall develop an existing conditions hydraulic and hydrological model of the Town's existing surface water management system utilizing ICPR, interconnected channel and pond routing model. The most recent publicly available digital elevation model, PBC LiDAR flown in 2018, will be utilized as the basis for the model to establish existing drainage basin boundaries, stage-storage tabulations, boundary conditions, etc. The information obtained within Task 2 will be added to the model to represent the current conditions of the Town's canal system and hydraulic links (culverts) within the drainage system. Boundary / tailwater conditions will be calibrated based on the tailwater analysis conducted by the SFWMD for C-51 Basin Rule Re-Evaluation. The existing conditions model will be routed using various design storm events to identify potential risks to Town's existing assets for the 10 year, 25 year and 100 year storm events.

### **Task 4. Proposed Conditions Hydraulic and Hydrological Modeling**

The Consultant shall evaluate and model various improvements within the Town's surface water management system to:

1. Evaluate depth of flooding for the following scenarios as required by the grant:
  - a. Tidal flooding, including future high tide flooding
  - b. Current and future storm surge flooding utilizing available National Oceanic and Atmospheric Administration or Federal Emergency Management Agency storm surge data.
  - c. Rainfall induced flooding (10 year, 25 year and 100 year storm events)
  - d. Compound flooding (combination of storm surge and rainfall induced flooding)
  - e. A minimum of two sea level rise scenarios
  - f. A minimum of two planning horizons for years 2040 and 2070

### **Task 5. Vulnerability Assessment Report**

Consultant shall prepare a Technical Memorandum detailing the assessment and analysis summarizing the data collection, existing conditions model development, methodologies of the vulnerability scenarios, interpretations of results, recommendations for surface water management system improvements and potential regulatory or ordinance improvements.

### **Task 6. Final Report**

Consultant shall prepare a final report in accordance with FDEP Grant requirements summarizing the Vulnerability Assessment in no more than five (5) pages including the following sections: Executive Summary, Methodology, Outcome and Further Recommendations.





**Reimbursable Expenses**

Reproduction of documents, mileage for site visits, prints, modeling software, etc.

**Assumptions:**

1. The Town will be the Grant Applicant with Consultant in the role of support. A member of Town staff will be assigned as the Grant Manager. The Grant Manager will be responsible for coordination and correspondence with the Grantee and will provide all necessary documentation, reporting, exhibits, etc. as required by the Grantee. The Consultant will assist the Grant Manager by providing pertinent information, invoices, reports, exhibits etc. as outlined in the scope of services to the Grant Manager for their communication and reporting efforts with the Grantee.
2. The Town will be responsible for documentation and reporting of Town staff and resources as in-kind services and or matching funds as required by the grant.

**Schedule:**

The following schedule is based on the grant work plan provided to FDEP by the Town. The completion date listed for each task is the date of approval by FDEP, all required deliverables, reports, exhibits, studies, etc. must be presented, reviewed and approved by FDEP in order to be deemed comple.

<b>Task</b>	<b>Duration (Calendar Days)</b>
Kick Off Meeting	9/30/2023
Assemble Steering Committee	10/31/2023
Conduct Steering Committee Meetings	9/30/2025
Public Outreach Meeting #1	12/31/2023
Acquire Background Data	6/30/2024
Exposure Analysis	10/31/2024
Sensitivity Analysis	12/31/2024
Public Outreach Meeting #2	3/31/2025
Identify Focus Areas	6/30/2025
Final Vulnerability Assessment Report, Maps, and Tables	7/31/2025



Our fees for the services outlined above shall be as follows:

Task 1 – Preliminary Design and Consulting Services . . . . .	\$	47,590.00
Task 2 – Asset Inventory & Condition Assessment . . . . .	\$	129,020.00
Task 3 – Existing Conditions Hydraulic and Hydrological Model . . . . .	\$	78,320.00
Task 4 – Proposed Conditions Hydraulic and Hydrological Modeling . . . . .	\$	60,540.00
Task 5 – Vulnerability Assessment Report . . . . .	\$	25,480.00
Task 6 – Final Report . . . . .	\$	7,200.00
Task 8 - Reimbursable Expenses . . . . .	\$	<u>3,200.00</u>
<b>BASE TOTAL . . . . .</b>	<b>\$</b>	<b>351,350.00</b>

Please refer to the attached “Manhour Summary” for detail of the lump sum fees referenced above.

FEES: Lump Sum fees are fixed amounts to be paid for the services indicated in the Schedule of Compensation. Lump Sum fees do *not* include Direct Expenses. Direct Expenses shall be paid for in accordance with the approved Time & Expense Rates within the “Agreement for Professional Services” executed on January 10<sup>th</sup>, 2023.

ADDITIONAL SERVICES: Services authorized by CLIENT, other than those specifically set forth in the "Scope of Services", shall be considered additional services for which CLIENT shall compensate CONSULTANT on a "Time and Expenses" basis or as otherwise agreed by the parties. Additional services include revisions to work previously performed that are required because of a change in the data, criteria, or information furnished to CONSULTANT, a change in the scope or concept of the project initiated by CLIENT, and/or services that are required due to changes in the requirements of public agencies, after work under this Agreement has commenced. CONSULTANT shall request and CLIENT will execute a “Change of Scope Memorandum” before such work is started.

As a notice to proceed, kindly provide our office with the appropriate Purchase Order. We certainly appreciate the opportunity to present you with this proposal. Upon authorization, we will do our utmost to be an effective member of your team of professionals.

Respectfully,  
KESHAVARZ & ASSOCIATES, INC.

Randy Wertepny, P.E.  
Vice President

MANHOUR SUMMARY

Town of Loxahatchee Groves Resiliency Vulnerability Assessment

<b>PROJECT ORIENTATION, RESEARCH, MEETINGS &amp; GENERAL COORDINATION</b>	<b>Principal Engineer \$/hr</b>	<b>Project Director \$/hr</b>	<b>Project Manager \$/hr</b>	<b>Project Engineer \$/hr</b>	<b>Principal Surveyor \$/hr</b>	<b>Survey Crew \$/hr</b>	<b>Senior Technician \$/hr</b>	<b>Admin. \$/hr</b>	<b>Totals by Task</b>
	\$260.00	\$230.00	\$180.00	\$120.00	\$180.00	\$160.00	\$110.00	\$90.00	
Project Management, Research, Data Exchange and Project Orientation throughout the 10 month duration of the project.	8	20						12	\$7,760.00
Kick-off Meeting: Preparation of project work plan and facilitate meetings with Town staff, prepare agenda and issue meeting summaries	4	8	12					4	\$5,400.00
Grant Reporting and Assistance, preparation of quarterly progress reports and payment requests in conformance with grant requirements	4	12	12					8	\$6,680.00
Conduct Steering Committee Meetings: facilitate up to five (5) steering committee meetings, prepare agenda, host meeting and issue meetings summaries	5	40	40					5	\$18,150.00
Public Outreach Meetings: Participate in two (2) public outreach meetings, preparation of exhibits, presentation materials for each meeting.	4	20	20					4	\$9,600.00
<b>TOTAL Hours for Task</b>	<b>25</b>	<b>100</b>	<b>84</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>\$47,590.00</b>
<b>FEE Estimate</b>	<b>\$6,500.00</b>	<b>\$23,000.00</b>	<b>\$15,120.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,970.00</b>	<b>\$47,590.00</b>
<b>ASSET INVENTORY &amp; CONDITION ASSESSMENT</b>									
Drainage Facility Field Acquisition - locate all drainage culverts and bridges within the Town's canal system (30 miles), it is estimated that there are 600 culverts/bridges within and discharging into the Town's canal system		6			24	240			\$44,100.00
Data Processing and Conversion of Data into GIS data base, generate report for Town staff for condition assessment; updated GIS database with results provided by Town	8	12	96				20	8	\$25,040.00
Canal Cross Section Field Acquisition - acquire cross sections of the Town's canal system at 500' intervals north of Okeechobee Boulevard; up to 200 cross sections, draft sections in CAD		8			48	240	100		\$59,880.00
<b>TOTAL Hours for Task</b>	<b>8</b>	<b>26</b>	<b>96</b>	<b>0</b>	<b>72</b>	<b>480</b>	<b>120</b>	<b>8</b>	<b>\$129,020.00</b>
<b>FEE Estimate</b>	<b>\$2,080</b>	<b>\$5,980</b>	<b>\$17,280</b>	<b>\$0</b>	<b>\$12,960</b>	<b>\$76,800</b>	<b>\$13,200</b>	<b>\$720</b>	<b>\$129,020.00</b>
<b>EXISTING CONDITIONS HYDRAULIC AND HYDROLOGICAL MODEL</b>									
Develop existing conditions model within ICPR utilizing PBC LiDAR information. Generate basin boundaries based on data collection and LiDAR information, calculate state storage information for each basin, set up TOC, CN and other basin characteristics for each basin, establish boundary conditions, and discharge links. Up to 100 nodes / basins are included with this effort.	20	80	212	120				24	\$78,320.00
<b>TOTAL Hours for Task</b>	<b>20</b>	<b>80</b>	<b>212</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>\$78,320.00</b>
<b>FEE Estimate</b>	<b>\$5,200</b>	<b>\$18,400</b>	<b>\$38,160</b>	<b>\$14,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,160</b>	<b>\$78,320.00</b>
<b>PROPOSED CONDITIONS HYDRAULIC AND HYDROLOGICAL MODELING</b>									
Evaluate depth of flooding scenarios as required by the grant including tidal flooding, current and future storm surge, rainfall induced flooding, compound flooding with a minimum of two sea level rise scenarios and two planning horizons for 2040 and 2070.	10	44	88	36				14	\$34,140.00
Preparation of exhibits to depict the results of the analysis and modeling efforts, add results to GIS database geospatially located in accordance with the grant criteria	6	36	70	24				12	\$26,400.00
<b>TOTAL Hours for Task</b>	<b>16</b>	<b>80</b>	<b>158</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>\$60,540.00</b>
<b>FEE Estimate</b>	<b>\$4,160</b>	<b>\$18,400</b>	<b>\$28,440</b>	<b>\$7,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,340</b>	<b>\$60,540.00</b>
<b>VULNERABILITY ASSESSMENT REPORT</b>									
Consultant shall prepare a technical memorandum detailing the assessment and analysis summarizing the data collection, existing conditions model development, methodologies of the vulnerability scenarios, interpretations of results, recommendations for surface water management system improvements and potential regulatory or ordinance improvements.	6	20	80	32				12	\$25,480.00
<b>TOTAL Hours for Task</b>	<b>6</b>	<b>20</b>	<b>80</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>\$25,480.00</b>
<b>FEE Estimate</b>	<b>\$1,560</b>	<b>\$4,600</b>	<b>\$14,400</b>	<b>\$3,840</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,080</b>	<b>\$25,480.00</b>
<b>FINAL REPORT</b>									
Consultant shall prepare a final report in accordance with FDEP Grant requirements	4	8	20					8	\$7,200.00
<b>TOTAL Hours for Task</b>	<b>4</b>	<b>8</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>\$7,200.00</b>
<b>FEE Estimate</b>	<b>\$1,040</b>	<b>\$1,840</b>	<b>\$3,600</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$720</b>	<b>\$7,200.00</b>
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$348,150.00</b>								
<b>Reimbursable (Printing, Reproduction, Mileage, etc.)</b>	<b>\$2,000.00</b>								
<b>Reimbursable (ICPR 4 Modeling Software License)</b>	<b>\$1,200.00</b>								
<b>TOTAL FEE</b>	<b>\$351,350.00</b>								



155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 4**

**TO: Town Council of Town of Loxahatchee Groves**

**FROM: Francine L. Ramaglia, Town Manager**

**DATE: June 20, 2023**

**SUBJECT: Presentation of the Capital Improvement Plan and Funding by Chris Wallace from Munilytics**

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**Background:**

Pursuant to Section 163.3177(3)(b) of Florida Statutes, local governments are required to undertake an annual review of the Capital Improvements Element to update the Five-Year Capital Improvements Plan (CIP) for Level of Service (LOS) projects. The update to the schedule is not considered an amendment to the Comprehensive Plan

On October 18, 2022, the Town Council approved the attached update to the Five-Year Capital Improvements Plan (CIP) for Level of Service (LOS) projects.

**Recommendation:**

Review, discuss, and direct staff on funding priorities.

**TOWN OF LOXAHATCHEE GROVES**  
**Proposed 2022-2023 Fiscal Year Budget (FY23)**  
 FY23 Budget Workbook: Revision 1 for Budget Workshop August 2022

**CAPITAL PROJECTS WORKSHEET**

		<b>Annual Cost</b> <i>(one-time projects)</i>	<b>Total Cost</b> <i>(multiple year projects)</i>	<b>Estimated Timeframe</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Road Paving Plan (overlay program)</b>								
A South	1.25 miles	\$ 250,000		2024		\$ 250,000		
B North	0.5 miles	\$ 95,000		2024		\$ 95,000		
E North to SN	1 miles	\$ 188,000		2023	\$ 188,000			
E S Okee to CC	1.25 miles	\$ 250,000		2023	\$ 250,000			
E S to Southern	0.4 miles	\$ 80,000		2024		\$ 80,000		
N North	2 miles	\$ 319,000		2024		\$ 319,000		
West G	0.5 miles			2023	\$ 100,000			
W 25th St N	0.25 miles			2023	\$ 50,000			
Folsom	0.3 miles	\$ 60,000		2023	\$ 60,000			
6th Ct	0.75 miles							
Tangerine	0.5 miles	\$ 100,000		2024		\$ 100,000		
E Citrus	0.5 miles	\$ 100,000		2024		\$ 100,000		
147th				2024				
160th Ave N	0.4 miles			2023	\$ 80,000			
161st Ter N	2 miles							
Collect Canal	3.25 miles	\$ 650,000		2023-2024	\$ 650,000	\$ 100,000		
Casey Rd	0.75 miles	\$ 150,000		2025			\$ 150,000	
Compton	0.75 miles	\$ 150,000		2025			\$ 150,000	
Bryan	0.75 miles	\$ 150,000		2025			\$ 150,000	
Marcella	0.75 miles	\$ 150,000		2025			\$ 150,000	
Gruber	0.5 miles	\$ 100,000		2025			\$ 100,000	
		\$ 2,792,000			\$ 1,378,000	\$ 1,044,000	\$ 700,000	
<b>Road Rock Plan (rebuilding of road beds)</b>								
South 'E' and Citrus		\$ 112,800		2024		\$ 112,000		
A South	1.25 miles	\$ 80,000		2024		\$ 80,000		
B North	0.5 miles	\$ 40,000		2024		\$ 40,000		
E SN to NN	1 miles	\$ 65,000		2023	\$ 50,000			
E S to Southern	0.4 miles	\$ 40,000		2024		\$ 40,000		
N North	2 miles	\$ 160,000		2025			\$ 160,000	
S North	.15 miles							
West G	0.5 miles	\$ 40,000		2023	\$ 5,000			
W 25th St N	0.25 miles	\$ 20,000		2023	\$ 5,000			
Folsom	0.3 miles	\$ 30,000		2025				
6th Ct	0.75 miles	\$ 158,400		2024		\$ 158,400		
Tangerine	0.5 miles	\$ 65,000		2024		\$ 65,000		
E Citrus	0.5 miles	\$ 45,000		2024		\$ 45,000		
147th	0.125 miles	\$ 10,000		2024		\$ 10,000		

161st Ter N	2 miles	\$ 130,000	2024	\$ 130,000		
160th Ave N	0.4 miles	\$ 53,600	2023	\$ 30,000		
22nd N/F/P	0.6 miles					
Collect Canal	3.25 miles	\$ 30,000	2023	\$ 30,000		
Casey Rd	0.75 miles	\$ 65,000	2024	\$ 65,000		
Gruber	0.5 miles	\$ 40,000	2024	\$ 40,000		
		<u>\$ 1,184,800</u>		<u>\$ 120,000</u>	<u>\$ 785,400</u>	<u>\$ 160,000</u>

**Required Drainage Repairs**

Maintenance program to improve conveyance and drainage

Specific Maintenance Projects

Pump House	\$ 25,000	2023	\$ 10,000
Gate Repairs at 'A'	\$ 10,000	2023	\$ 10,000
Gate Repairs at 'D'	\$ 25,000	2023	\$ 15,000
	<u>\$ 60,000</u>		<u>\$ 35,000</u>

Swales & Culverts

North A Road Drainage	\$ 160,000	2024	\$ 160,000
North B Road Drainage	\$ 160,000	2024	\$ 160,000
North C Road Drainage	\$ 160,000	2024	\$ 160,000
South D Road Drainage:	\$ 160,000	2024	\$ 160,000

Tangerine

Collecting Canal

Southern Blvd (including trail in swale)

South E and Citrus Drainage (Without tree removal)	\$ 90,000	2023	\$ 90,000
	<u>\$ 730,000</u>		<u>\$ 90,000 \$ 640,000</u>

Specific Culvert Locations

161st and A Rd Bridge Culvert	\$ 108,000	2023	\$ 108,000
11th Ter and D Rd Bridge Culvert	\$ 126,000	2023	\$ 126,000
E Rd and Collecting Canal Culvert	\$ 159,000	2023	\$ 159,000
C Rd and Collecting Canal Equestrian Bridge Culvert (net anticipated cost)	\$ 110,000	2023	\$ 110,000
Miscellaneous culvert failures/emergency repairs (5-7 culverts)	\$ 200,000	<i>annually</i> 2023-2026	\$ 100,000 \$ 150,000 \$ 200,000 \$ 200,000
	<u>\$ 703,000</u>		<u>\$ 603,000 \$ 150,000 \$ 200,000 \$ 200,000</u>

**Repair and Maintenance Canals**

Cost to restore banks to 1.5:1 slope (30 Miles at 5% annually

over 20 years) = 1.5 Miles at \$150.00 /LF	\$ 1,210,500	\$ 24,260,000	2023-2039	\$ 50,000	\$ 1,210,500	\$ 1,210,500	\$ 1,210,500
Seven Locks/Weirs at \$150,000 each location	\$ 350,000	\$ 1,050,000	2023-2025		\$ 350,000	\$ 350,000	\$ 350,000
	<u>\$ 1,560,500</u>	<u>\$ 25,310,000</u>		<u>\$ 50,000</u>	<u>\$ 1,560,500</u>	<u>\$ 1,560,500</u>	<u>\$ 1,560,500</u>

**Other Specific Road & Drainage Improvements**

Paving & drainage improvements on Town roads:

Refurbish edges and resurface all 2 miles of OGEM (North road)	\$ 360,000	TBD
Collecting Canal System Rehab (estimate from prior years RETGAC)	\$ 1,100,000	TBD
Catch Basin Project	TBD	TBD
Public Footprint (surveys, mapping & title searches)	TBD	TBD
Intersection Signals		
Okeechobee at D road, F & Folsom	TBD	TBD

SWM System Improvements (estimate from prior years RETGAC)

Annual surface water management infrastructure project(s) to improve flood control, adherence to NPDES requirements and water quality.

TBD  
\$ 1,460,000

TBD

**Trails System**

Connectivity improvements and trail maintenance/upgrades to ensure safety and usefulness of the Town trails system.

North Road Trail *(estimate from prior years RETGAC)* \$ 95,000  
 Horse crossings at B, D and F Roads along canal heads TBD  
 Hand pump and trail amenities at C TBD  
 Development of a Linear Park from A Road to Folsom Road South of Collecting Canal Road TBD  
 Other Trails Improvements TBD  
\$ 95,000

TBD  
 TBD  
 TBD  
 TBD  
 TBD

\$ -

**Other Capital Projects**

Public Works Equipment Storage Building *(estimate from prior years RETGAC)*  
 School Bus Stops Shelters \$25,000 each

\$ 1,388,000  
 \$ 25,000  
\$ 1,413,000

TBD  
 TBD

\$ 9,998,300

\$ 2,276,000 \$ 4,179,900 \$ 2,620,500 \$ 1,760,500

**Other Road Materials and Supplies *(Budgeted in Public Works)***

Road Maintenance

Miscellaneous Annual Rock Replenishment \$ 150,000

*annually*

2023

\$ 150,000 \$ 150,000 \$ 150,000 \$ 150,000

Road Rehabilitation

North Road (millings--see paving estimate below) \$ 60,000

2023

\$ 30,000

Berm and sod replacement \$ 50,000

2023

Roadway Signage (uniformity) \$ 25,000

*annually*

2023

\$ 15,000 \$ 25,000 \$ 25,000 \$ 25,000

\$ 285,000

\$ 195,000 \$ 175,000 \$ 175,000 \$ 175,000

**Rental/Lease Option Machinery & Equipment *(Budgeted in Public Works)***

Tractor Mower \$ 45,000

2023-2026

\$ 45,000 \$ 45,000 \$ 45,000

Mower (Kubota) \$ 60,000

2022-2024

\$ 60,000 \$ 60,000

Grader \$ 50,000

2022-2024

\$ 50,000 \$ 50,000

Dump Truck 10-12 Tons \$ 60,000

2024-2026

\$ 60,000 \$ 60,000 \$ 60,000

Roller- Council came to a consensus to rent the roller when needed

2024-2026

\$ - \$ - \$ -

\$ 215,000

\$ 155,000 \$ 215,000 \$ 105,000 \$ 60,000

\$ 10,498,300

\$ 2,626,000 \$ 4,569,900 \$ 2,900,500 \$ 1,995,500

**ARPA Funds Available:**

Total received \$ 1,798,000

\$ 1,798,000

Applied in 2022:

Backhoe \$ (160,000)

D & Gruber Culvert \$ (100,000)

Included in PW Budget for Equipment Purchases/Leases

\$ 1,538,000

**Other Capital Funds Available:**

General Fund	\$ 247,000
Gas Tax Funds	\$ 126,900
Surtax Funds	\$ 266,200
	<u>\$ 640,100</u>
	<u>\$ 2,178,100</u>

**Recommended Use of Capital Funds in 2023:**

Road Paving Plan ( <i>overlay program</i> )	\$ 1,378,000
Road Rock Plan ( <i>rebuilding of road beds</i> )	\$ 120,000
Required Drainage repairs & maintenance	\$ 35,000
Specific Culvert Locations	\$ 603,000
Canal Restoration ( <i>plan/study</i> )	\$ 50,000
Available/find	\$ (7,900)
	<u>\$ 2,178,100</u>





155 F Road Loxahatchee Groves, FL 33470

**Agenda Item # 5**

**TO: Town Council of Town of Loxahatchee Groves**

**FROM: Francine Ramaglia, Town Manager**

**DATE: June 20, 2023**

**SUBJECT: Council Priorities Scheduled for Discussion**

**Background:**

Below is a proposed schedule for discussions and action as noted for upcoming agenda workshops and regular council meetings in April through September:

June 20	<ul style="list-style-type: none"> <li>-Commission on Ethics</li> <li>-Quarterly reports-Planning &amp; Zoning, Fire Rescue, PBCSO, IT, Building, Code, Public Works, Town Attorney, and Finance.</li> <li>-Resilient Florida Grant Scope</li> <li>-Capital Improvement Plan &amp; Funding</li> <li>-Upcoming agenda items</li> </ul>
August 1	<ul style="list-style-type: none"> <li>-Additional Road Work contract amendment (repairs)</li> <li>-Lease or Purchase of Emergency Generator</li> <li>-Gate Repairs</li> <li>-Resilient Florida Grant Agreements &amp; Contracts</li> <li>-Water Use Permits</li> <li>-Historical Legacy</li> <li>-HR Manual, Travel Policy, PTO Changes, Pay Plan, Job Descriptions</li> <li>-NextRequest</li> <li>-1<sup>st</sup> Reading Fine reductions</li> <li>-1<sup>st</sup> Reading Fine reduction code amendments</li> <li>-1<sup>st</sup> Reading Committees</li> <li>-Rules of Procedure</li> <li>-Piggyback &amp; contract renewals</li> <li>-Lobbyist update</li> <li>-ITID visit with Executive Director &amp; Board Chair</li> <li>-Approval of Debris Site</li> <li>-Fees for water use permits, pre-application meetings &amp; Council workshops</li> <li>-Surplus Equipment Auction Approval</li> <li>- Cameras?</li> <li>-Attorney contract</li> <li>-Boards &amp; Committees second reading</li> </ul>

	<ul style="list-style-type: none"> <li>-FPL no permit because no easements – undergrounding over</li> <li>-40/yv catch basin program drainage structures</li> </ul>
August 15	<ul style="list-style-type: none"> <li>-Budget Workshop</li> <li>-Assessments:               <ul style="list-style-type: none"> <li>-Methodology</li> <li>-Village of Royal Palm drainage assessment</li> <li>-Culvert replacement policy/assessment</li> </ul> </li> <li>-Mobility fees and impact fees – possibilities and limitations</li> <li>-Cost sharing policy</li> <li>-Capital funding &amp; borrowing</li> <li>-Livestock waste/Solid waste/Ag (BMPs)</li> <li>-FPL Presentation</li> <li>-Code fine reductions</li> </ul>
September 5	<ul style="list-style-type: none"> <li>-1<sup>st</sup> Budget Hearing</li> <li>-Assessment Resolutions</li> <li>-2<sup>nd</sup> Reading Fine reduction code amendments</li> <li>-2<sup>nd</sup> Reading Board &amp; Committees</li> <li>-1<sup>st</sup> Reading RVs</li> <li>-1<sup>st</sup> reading livestock waste</li> <li>-1<sup>st</sup> reading agritourism</li> <li>-Piggyback &amp; contract renewals</li> <li>-Lobbyist Agreement</li> <li>-Attorney Contract</li> <li>-PBSO contract amendment</li> <li>-Surplus Assets</li> </ul>
September 19	<ul style="list-style-type: none"> <li>-2<sup>nd</sup> Budget Hearing</li> <li>-Amendments to Article 87 (land clearing)</li> <li>-Tree mitigation receiver sites</li> <li>-Special Use permits</li> <li>-RVs</li> </ul>
October 3	<ul style="list-style-type: none"> <li>-2<sup>nd</sup> Reading RVs</li> <li>-2<sup>nd</sup> reading livestock waste/solid waste (BMPs)</li> <li>-2<sup>nd</sup> reading agritourism</li> <li>-Publix turn on B Road</li> <li>-Piggyback &amp; contract renewals</li> </ul>
October 17	<ul style="list-style-type: none"> <li>- Noise code amendments – remove dB measurements</li> <li>- Nuisance abatement amendments</li> <li>- Citation program for code enforcement</li> <li>- Sign code amendments</li> </ul>
November 7	<ul style="list-style-type: none"> <li>-1st Reading Article 87</li> <li>-1<sup>st</sup> reading nuisance abatements</li> <li>-1<sup>st</sup> reading noise code</li> <li>-1<sup>st</sup> reading sign code</li> <li>-1<sup>st</sup> reading citations</li> </ul>

November 21	-Unrecorded plats -Nonconformities -ROW and easement corrections
December 5	-2nd Reading Article 87 -2 <sup>nd</sup> reading nuisance abatement -2 <sup>nd</sup> reading citations -2 <sup>nd</sup> Reading Sign Code -2 <sup>nd</sup> reading noise code -Ch 197 Assessment Notice

The above is primarily an ordinance driven priority list and does not really account for any of the contracting and other work of the Town. Some of the other items not on the list include necessary follow up items from workshop discussions, NPDES Compliance, Assessment Methodology adoption, etc. We may need to space things out a bit more and we continue to implement a more complete agenda tracking system.

**Recommendation:**

Review, discuss and direct Staff.