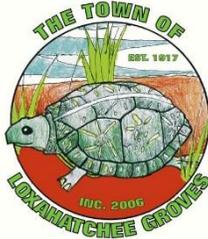


TOWN OF LOXAHATCHEE GROVES
TOWN HALL COUNCIL CHAMBERS
FINANCE ADVISORY AND AUDIT COMMITTEE

AGENDA

JUNE 25, 2024 – 6:00 PM



Manish Sood (Seat 1)
Tracy Raflowitz (Seat 2) Frederick Hoo (Seat 3)
Bruce Cunningham (Seat 4) Cassie Suchy (Seat 5)

Administration

Town Manager, Francine L. Ramaglia
Town Clerk, Valerie Oakes
Project Coordinator, Jeffrey Kurtz
Munilytics, Chris Wallace

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 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. 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.

CALL TO ORDER

ROLL CALL

APPROVAL OF THE AGENDA

REGULAR AGENDA

1. Swearing in of Frederick Hoo as a Committee Member.
2. Election of Officer (Chair)
3. Review of Fiscal Year 2024 Financial Reports
 - a) Budget to Actual Revenue Expenditures through May
 - b) Projected Fund Balances on September 30, 2024
4. Review of Town Investment Policy And Current Investment Position
5. Presentation and Discussion with Town Public Works Director on Costs of Maintaining Paved Roads vs Dirt Roads
6. Budget Update for FY25, Including Review of Projected Revenues and Tentative 2025 CIP

COMMENTS FROM THE PUBLIC

A limited public audience can be accommodated in our Town Council chambers with mandatory facemasks and socially spaced seating. Public Comments for all meetings may be received by email, or in writing to the Town Clerk's Office until 6:00 PM day of the meeting. Comments received will be "received and filed" to be acknowledged as part of the official public record for the meeting. The Town Council meeting will be live-streamed and close-captioned for the general public via our website, instructions are posted there.

COMMENTS FROM COMMITTEE MEMBERS

CONFIRM NEXT REGULAR MEETING DATE:

ADJOURNMENT



155 F Road Loxahatchee Groves, FL 33470

TO: Finance Advisory and Audit Committee of Town of Loxahatchee Groves
FROM: Francine Ramaglia, Town Manager
DATE: June 25, 2024
SUBJECT: Swearing in of Frederick Hoo as a committee member

Background:

Former FAAC chairperson Lisa El-Ramey is no longer a member of the FAAC, based on Town Council's direction that committee members can only serve on one board or committee, unless one of the bodies was an ad hoc committee. Ms. El-Ramey is a member of the Planning and Zoning Board. Mayor Kane has named Frederick Hoo, to the vacated seated.

Frederick Hoo will be sworn in as a committee member.

Recommendation:

Town Clerk administers the Oath of Office.

This Page Is Blank Intentionally



155 F Road Loxahatchee Groves, FL 33470

TO: Finance Advisory and Audit Committee of Town of Loxahatchee Groves

FROM: Francine Ramaglia, Town Manager

DATE: June 25, 2024

SUBJECT: Election of Officer (Chair)

Background:

Ms. El-Ramey had been elected chairperson of the Financial Advisory and Audit Committee. As she is no longer a committee member, it is necessary for the committee members to elect a new chairperson. If the selection, creates a vacancy in the vice chair position, the committee members will have a second vote to fill that position.

Recommendation:

Committee members select a chairperson of the Finance Audit and Advisory Committee.

This Page Is Blank Intentionally



155 F Road Loxahatchee Groves, FL 33470

TO: Finance Advisory and Audit Committee of Town of Loxahatchee Groves
FROM: Francine Ramaglia, Town Manager
DATE: June 25, 2024
SUBJECT: Review of financial reports

Background:

Attached are the Budget to Actual for Revenues and Expenditures Report through May of FY24 and the Projected Fund Balances for the close of the fiscal year on September 30, 2024.

Chris Wallace of Munitytics, Inc., the Town's Finance Director will present the reports to the Committee.

Recommendation:

Receive and file.

This Page Is Blank Intentionally

Town of Loxahatchee Budget to Actual May 31, 2024

001 - General Fund REVENUES	May	YTD	Budgeted	Balance	FY24% Used Thru 5/31/24	FY23 % Used Thru 5/31/24
Ad Valorem Taxes	\$123,647	\$1,440,827	\$1,502,208	\$61,381	95.91%	#N/A
Electric Utility Tax	\$30,816	\$252,298	\$391,000	\$138,702	64.53%	50.07%
Utility Service Tax- Propane	\$3,187	\$15,083	\$11,000	(\$4,083)	137.12%	62.00%
Communication Services	\$7,626	\$46,914	\$94,000	\$47,086	49.91%	50.98%
Local Business Tax	(\$1,250)	\$56,198	\$100,000	\$43,802	56.20%	76.41%
FPL Franchise Fee	\$25,463	\$138,823	\$310,000	\$171,177	44.78%	46.61%
PBC Water Utility Franchise	\$1,810	\$31,265	\$30,000	(\$1,265)	104.22%	95.65%
PBC Sewer Utility Franchise	\$1,032	\$7,662	\$0	(\$7,662)	NA	0.00%
Solid Waste Franchise	\$15,274	\$107,226	\$190,000	\$82,774	56.43%	69.85%
Hauler's Franchise Fee	\$0	\$2,938	\$6,800	\$3,862	43.21%	88.65%
Building Permits	\$16,282	\$183,611	\$200,000	\$16,389	91.81%	66.06%
Other Permits	\$0	\$50	\$60,000	\$59,950	0.08%	13.92%
RV Registrations	\$0	\$0	\$0	\$0	NA	NA
Floodplain Development Application	\$500	\$7,250	\$0	(\$7,250)	NA	NA
Water Use Permits	\$0	\$0	\$0	\$0	NA	NA
Alarm Registration	\$272	\$3,066	\$0	(\$3,066)	NA	NA
Right of Way Permit	\$0	\$600	\$0	(\$600)	NA	NA
Watershed Permits	\$0	\$0	\$0	\$0	NA	NA
Administrative Charge Dependent District	\$0	\$172,500	\$172,500	\$0	100.00%	100.00%
Municipal Revenue Sharing	\$7,088	\$42,530	\$86,000	\$43,470	49.45%	49.60%
Mobile Home License, State	\$0	\$0	\$0	\$0	NA	NA
Alcoholic Beverage License Tax	\$1,021	\$1,021	\$6,000	\$4,979	17.01%	0.00%
Half Cent Sales Tax	\$29,264	\$175,160	\$330,000	\$154,840	53.08%	61.13%
Shared Revenue From Other Governments	\$287	\$4,564	\$0	(\$4,564)	NA	NA
General Government Charges	\$471	\$3,038	\$9,000	\$5,962	NA	NA
Planning and Zoning Fees	\$350	\$32,009	\$0	(\$32,009)	NA	NA
Cost Recovery Fees	\$21,749	\$132,981	\$210,000	\$77,019	63.32%	37.41%
Court Fines	\$306	\$3,014	\$0	(\$3,014)	NA	236.13%
Code Enforcement Fines	\$0	\$2,936	\$10,000	\$7,064	29.36%	14.83%
Alarm Violation	\$0	\$244	\$0	(\$244)	NA	NA
Tree Mitigation	\$0	\$746,865	\$0	(\$746,865)	NA	NA
Tree Mitigation Fees	\$0	\$0	\$0	\$0	NA	NA
Interest	\$2,159	\$7,225	\$5,000	(\$2,225)	144.50%	187.62%
Interest (SBA)	\$0	\$0	\$0	\$0	NA	NA
Other Miscellaneous Revenue	\$490	\$1,086	\$1,000	(\$86)	108.60%	51.56%
Transfer from Fund Balance	\$0	\$506,059	\$506,059	\$0	100.00%	NA
Interest for FMIVT	\$403	\$4,340	\$0	(\$4,340)	NA	275.50%
Total Revenues	\$288,745	\$4,129,384	\$4,230,567	\$101,183	97.61%	64.20%

Town of Loxahatchee Budget to Actual May 31, 2024

	EXPENSES	May	YTD	Budgeted	Balance	FY24% Used	
						Thru 5/31/24	Used Thru 5/31/24
001-10-51-511-51200	Regular Salaries- Town Council	\$3,750	\$26,250	\$45,000	\$18,750	58.33%	50.00%
001-10-51-511-52100	FICA Taxes- Town Council	\$302	\$2,121	\$3,443	\$1,322	61.60%	50.00%
001-10-51-511-53100	Lobbying Services	\$0	\$27,136	\$70,000	\$42,864	38.77%	NA
001-10-51-511-53101	Town Council Legal Expenses	\$3,713	\$22,231	\$0	(\$22,231)	NA	NA
001-10-51-511-54000	Travel	\$0	\$1,129	\$5,000	\$3,871	22.59%	5.56%
001-10-51-511-55400	Books, Publications, Subscriptions	\$16	\$3,160	\$5,000	\$1,840	63.20%	92.58%
001-10-51-511-55500	Education & Training	\$0	\$0	\$3,000	\$3,000	0.00%	NA
001-10-51-511-58200	Special Events/ Contributions	\$341	\$11,152	\$10,000	(\$1,152)	111.52%	64.18%
001-12-51-512-51200	Regular Salaries- Town Hall	\$30,820	\$271,712	\$518,013	\$246,301	52.45%	59.01%
001-12-51-512-51400	Overtime- Town Hall	\$894	\$9,741	\$17,500	\$7,759	55.66%	8.65%
001-12-51-512-52100	FICA Taxes- Town Hall	\$2,283	\$20,749	\$39,628	\$18,879	52.36%	66.10%
001-12-51-512-52200	Retirement FRS- Town Hall	(\$940)	\$52,761	\$106,502	\$53,740	49.54%	56.97%
001-12-51-512-52300	Health and Life Insurance- Town Hall	\$3,182	\$29,890	\$53,366	\$23,477	56.01%	22.97%
001-12-51-512-52400	Worker's Compensation- Town Hall	\$0	\$2,552	\$1,805	(\$747)	141.40%	453.41%
001-12-51-512-53400	Other Services	\$6,025	\$16,804	\$3,000	(\$13,804)	560.14%	142.94%
001-12-51-512-54000	Travel	\$21	\$1,265	\$9,000	\$7,735	14.05%	36.90%
001-12-51-512-54200	Postage and Freight	\$84	\$370	\$3,000	\$2,630	12.34%	66.33%
001-12-51-512-54900	Other Operating Expenses (Misc.-Recording Fees)	\$25	\$7,873	\$8,000	\$127	98.41%	25.13%
001-12-51-512-54930	Election Expense	\$1,716	\$2,866	\$20,000	\$17,134	14.33%	2.42%
001-12-51-512-54960	Legal Advertising	\$1,729	\$4,762	\$5,000	\$238	95.23%	148.76%
001-12-51-512-54998	Pending P-Card	\$0	\$5,904	\$0	(\$5,904)	NA	NA
001-12-51-512-55100	Office Supplies	\$164	\$10,981	\$10,000	(\$981)	109.81%	175.52%
001-12-51-512-55400	Books, Publications, Subscriptions	\$0	\$7,059	\$6,000	(\$1,059)	117.65%	49.41%
001-12-51-512-55400	Education & Training	\$1,501	\$1,668	\$4,000	\$2,332	41.69%	22.50%
001-12-51-512-55500	Payroll Fees	\$713	\$5,210	\$8,000	\$2,790	65.12%	108.05%
001-14-51-513-53200	Accounting and Auditing	\$10,205	\$85,463	\$100,000	\$14,537	85.46%	53.97%
001-14-51-513-53300	Compliance Auditing	\$0	\$3,000	\$25,000	\$22,000	12.00%	NA
001-14-51-513-54910	Bank and Merchant Account Charges	\$2,065	\$10,540	\$10,000	(\$540)	105.40%	NA
001-16-51-514-53100	Legal Fees	\$23,079	\$152,286	\$175,000	\$22,714	87.02%	97.85%
001-18-51-515-51200	Regular Salaries- Building	\$8,569	\$54,152	\$82,000	\$27,848	66.04%	NA
001-18-51-515-51400	Overtime- Building	\$1,266	\$4,416	\$1,500	(\$2,916)	294.40%	NA
001-18-51-515-52100	FICA Taxes- Building	\$752	\$4,615	\$6,388	\$1,773	72.25%	NA
001-18-51-515-52200	Retirement FRS- Building	(\$295)	\$6,249	\$11,351	\$5,082	55.15%	NA
001-18-51-515-52300	Health and Life Insurance- Building	\$898	\$4,492	\$9,319	\$4,828	48.20%	NA
001-18-51-515-52400	Worker's Compensation- Building	\$0	\$0	\$134	\$134	0.00%	NA
001-18-51-518-53100	Professional Service- Building Inspection Services	\$6,800	\$11,120	\$65,000	\$53,880	17.11%	NA
001-20-51-515-53400	Other Services- Planning Process	\$0	\$7,189	\$4,000	(\$3,189)	179.72%	NA
001-20-51-515-53420	Comprehensive Plan	\$0	\$20,787	\$30,000	\$9,213	69.29%	24.88%

Town of Loxahatchee Budget to Actual May 31, 2024

	May	YTD	Budgeted	Balance	FY24% Used Thru 5/31/24	FY23 % Used Thru 5/31/24
001-20-51-515-53450	\$5,688	\$40,076	\$45,000	\$4,924	89.06%	31.99%
001-20-51-515-53451	\$0	\$6,560	\$10,000	\$3,440	65.60%	12.86%
001-20-51-515-53490	\$13,220	\$117,972	\$160,000	\$42,028	73.73%	65.08%
001-20-51-515-54960	\$0	\$1,355	\$9,500	\$8,145	14.26%	0.00%
001-22-51-519-51200	\$8,649	\$79,835	\$91,780	\$11,945	86.98%	NA
001-22-51-519-51400	\$163	\$3,240	\$0	(\$3,240)	NA	NA
001-22-51-519-52100	\$675	\$6,461	\$7,021	\$560	92.02%	NA
001-22-51-519-52200	\$2,660	\$7,449	\$15,398	\$7,949	48.38%	NA
001-22-51-519-52300	\$929	\$8,916	\$15,060	\$6,144	59.20%	NA
001-22-51-519-52400	\$0	\$5,757	\$4,071	(\$1,686)	141.42%	NA
001-22-51-519-53100	\$4,348	\$47,040	\$75,000	\$27,960	62.72%	NA
001-22-51-519-53150	\$963	\$7,014	\$25,000	\$17,986	28.06%	178.50%
001-22-51-519-53400	\$200	\$10,719	\$3,000	(\$7,719)	357.30%	13.33%
001-22-51-519-53491	\$0	\$2,082	\$0	(\$2,082)	NA	NA
001-22-51-519-54100	\$0	\$0	\$5,000	\$5,000	0.00%	0.00%
001-22-51-519-55500	\$0	\$1,375	\$1,000	(\$375)	137.50%	NA
001-22-51-519-56400	\$10,125	\$10,125	\$0	(\$10,125)	NA	NA
001-24-51-524-53100	\$0	\$14,600	\$0	(\$14,600)	NA	NA
001-26-52-521-53410	\$55,008	\$440,061	\$661,000	\$220,939	66.58%	66.65%
001-31-51-519-54103	\$353	\$3,732	\$7,500	\$3,768	49.77%	NA
001-31-51-519-54105	\$0	\$22,500	\$20,000	(\$2,500)	112.50%	NA
001-31-51-519-54107	\$0	\$3,041	\$12,000	\$8,959	25.34%	NA
001-31-51-519-54109	\$750	\$12,452	\$30,000	\$17,548	41.51%	NA
001-31-51-519-54922	\$0	\$39,334	\$30,000	(\$9,334)	131.11%	NA
001-32-51-519-53400	\$1,815	\$17,680	\$20,000	\$2,320	88.40%	190.62%
001-32-51-519-54100	\$0	\$9,190	\$0	(\$9,190)	NA	15.95%
001-32-51-519-54300	\$577	\$4,287	\$10,000	\$5,713	42.87%	49.71%
001-32-51-519-54440	\$951	\$11,788	\$13,000	\$1,212	90.67%	52.10%
001-32-51-519-54500	\$0	\$71,865	\$90,000	\$18,136	79.85%	57.58%
001-32-51-519-54600	\$54	\$8,622	\$10,000	\$1,378	86.22%	3.39%
001-32-51-519-54910	\$0	\$200	\$0	(\$200)	NA	99.40%
001-32-51-519-54920	\$0	\$5,919	\$0	(\$5,919)	NA	78.26%
001-78-51-519-58220	\$0	\$52	\$4,127	\$4,075	1.26%	NA
001-90-58-581-59305	\$0	\$1,202,853	\$1,202,853	\$0	100.00%	100.00%
001-90-58-581-59405	\$0	\$118,000	\$118,000	\$0	100.00%	100.00%
Transfer to Fund Balance	\$0	\$0	\$61,328	\$61,328	NA	NA
Total Expenses	\$214,388	\$3,251,807	\$4,230,567	\$978,759	76.86%	65.70%
Revenues Less Expenditures		\$877,577				
Less Restricted Revenue (Tree Mitigation)		\$130,712				

Town of Loxahatchee
Budget to Actual
 May 31, 2024

	May	YTD	Budgeted	Balance	FY24% Used Thru 5/31/24	FY23 % Used Thru 5/31/24
101 - Transportation Fund						
REVENUES						
101-01-31-312-34100	\$21,850	\$128,710	\$278,836	\$150,126	46.16%	49.62%
101-01-31-312-34200	\$9,561	\$58,939	\$127,550	\$68,611	46.21%	49.53%
Total Revenues	\$31,411	\$187,649	\$406,386	\$218,737	46.18%	41.20%
EXPENSES						
101-40-58-581-59105	\$0	\$107,200	\$278,836	\$171,636	38.45%	100.00%
101-40-58-581-59305	\$0	\$49,037	\$127,550	\$78,513	38.45%	100.00%
Total Expenses	\$0	\$156,238	\$406,386	\$250,148	38.45%	100.00%
Revenues Less Expenses						
		\$31,411				

Town of Loxahatchee Budget to Actual May 31, 2024

	May	YTD	Budgeted	Balance	FY24% Used Thru 5/31/24	FY23 % Used Thru 5/31/24
105 - Water Control District						
REVENUES						
105-01-32-325-32510	\$0	\$0	\$30,000	\$30,000	0.00%	NA
105-01-32-325-32520	\$118,006	\$1,450,732	\$1,560,164	\$109,432	92.99%	92.11%
105-01-32-325-32522	(\$28)	(\$47,158)	(\$62,407)	(\$15,248)	75.57%	63.67%
105-01-32-325-36990	\$0	\$2,558	\$3,000	\$442	85.25%	0.00%
105-01-36-361-36110	\$1,248	\$1,257	\$0	(\$1,257)	NA	NA
105-01-36-364-36400	\$0	\$61,500	\$0	(\$61,500)	NA	NA
105-01-36-369-36990	\$0	\$629	\$5,000	\$4,371	12.59%	140.57%
105-01-38-381-38111	\$0	\$107,200	\$278,836	\$171,636	38.45%	100.00%
105-01-38-384-38310	\$0	\$239,346	\$0	(\$239,346)	NA	NA
	\$0	\$320,928	\$320,928	\$0	100.00%	NA
	\$0	\$624,113	\$624,113	\$0	100.00%	NA
Total Revenues	\$119,227	\$2,761,105	\$2,759,634	(\$1,471)	100.05%	89.88%

EXPENSES						
105-50-53-538-51200	(\$31,515)	\$325,581	\$575,067	\$249,486	56.62%	33.88%
105-50-53-538-51400	\$988	\$19,147	\$18,500	(\$647)	103.50%	50.48%
105-50-53-538-51500	(\$308)	\$1,617	\$6,000	\$4,383	26.95%	36.16%
105-50-53-538-52100	(\$2,461)	\$25,858	\$43,993	\$18,135	58.78%	35.46%
105-50-53-538-52200	\$921	\$73,209	\$134,192	\$60,983	54.56%	40.67%
105-50-53-538-52300	\$28,276	\$92,159	\$58,925	(\$33,234)	156.40%	33.33%
105-50-53-538-52400	(\$12,409)	\$26,894	\$27,792	\$899	96.77%	323.86%
105-50-53-538-51201	\$80,988	\$80,998	\$114,400	\$33,402	70.80%	NA
105-50-53-538-51401	\$2,496	\$2,496	\$0	(\$2,496)	NA	NA
105-50-53-538-51501	\$616	\$616	\$0	(\$616)	NA	NA
105-50-53-538-52101	\$6,269	\$6,269	\$8,751	\$2,482	71.64%	NA
105-50-53-538-52201	(\$2,533)	(\$2,533)	\$19,193	\$21,726	(13.20%)	NA
105-50-53-538-52301	(\$17,286)	(\$17,286)	\$12,604	\$29,890	(137.15%)	NA
105-50-53-538-52401	\$8,995	\$8,995	\$8,995	\$0	100.00%	NA
105-50-53-538-53102	\$0	\$985	\$2,000	\$1,015	49.25%	18.82%
105-50-53-538-53200	\$0	\$21,750	\$25,000	\$3,250	87.00%	46.73%
105-50-53-538-53400	\$9,921	\$42,836	\$55,000	\$12,164	77.88%	42.18%
105-50-53-538-53480	(\$1,181)	\$13,268	\$15,602	\$2,334	85.04%	24.79%
105-50-53-538-54100	\$2,670	\$25,993	\$24,000	(\$1,993)	108.31%	105.58%
105-50-53-538-54300	\$2,183	\$9,716	\$14,000	\$4,284	69.40%	52.08%
105-50-53-538-54400	(\$7,573)	\$176,513	\$303,000	\$126,487	58.26%	69.74%
105-50-53-538-54500	\$0	\$66,823	\$60,000	(\$6,823)	111.37%	77.62%
105-50-53-538-54680	\$1,043	\$2,446	\$50,000	\$47,554	4.89%	80.74%
105-50-53-538-54901	\$0	\$172,000	\$172,500	\$500	99.71%	100.00%

Town of Loxahatchee Budget to Actual May 31, 2024

	May	YTD	Budgeted	Balance	FY24% Used Thru 5/31/24	FY23 % Used Thru 5/31/24
105-50-53-538-54910	\$2,300	\$4,900	\$20,000	\$15,100	24.50%	186.65%
105-50-53-538-54980	\$294	\$8,858	\$2,000	(\$6,858)	442.90%	94.71%
105-50-53-538-55100	\$0	\$8,935	\$1,000	(\$7,935)	893.49%	174.34%
105-50-53-538-55210	\$5,427	\$25,506	\$47,276	\$21,770	53.95%	37.59%
105-50-53-538-55220	\$0	\$0	\$4,000	\$4,000	0.00%	9.20%
105-50-53-538-55400	\$10	\$9,718	\$2,000	(\$7,718)	485.91%	5.76%
105-50-53-538-55500	\$1,345	\$2,974	\$2,000	(\$974)	148.69%	46.90%
105-50-53-538-55599	\$0	\$0	\$0	\$0	NA	NA
105-50-53-538-56400	\$12,333	\$12,333	\$12,333	\$0	100.00%	NA
105-50-54-541-53400	\$16,655	\$35,906	\$40,000	\$4,094	89.77%	NA
105-50-54-541-54440	\$0	\$4,961	\$0	(\$4,961)	NA	NA
105-50-54-541-54670	\$0	\$929	\$28,996	\$28,067	3.20%	8.19%
105-50-54-541-54680	\$3,492	\$48,193	\$40,000	(\$8,193)	120.48%	143.18%
105-50-54-541-55200	\$1,163	\$11,127	\$17,323	\$6,196	64.24%	26.65%
105-50-54-541-55300	\$0	\$13,012	\$15,000	\$1,988	86.75%	4.13%
105-50-54-541-55310	\$3,687	\$155,244	\$287,500	\$132,256	54.00%	7.28%
105-50-54-541-55500	\$91	\$137	\$1,000	\$863	13.67%	0.00%
105-50-54-541-56400	\$0	\$240,304	\$0	(\$240,304)	NA	NA
105-50-54-541-57301	\$0	\$0	\$5,000	\$5,000	0.00%	0.00%
105-50-54-541-59305	\$0	\$0	\$484,691	\$484,691	0.00%	NA
Total Expenses	\$116,879	\$1,759,386	\$2,759,634	\$1,000,248	63.75%	44.71%
Revenues Less Expenditures		\$1,001,719				

Town of Loxahatchee Budget to Actual May 31, 2024

	May	YTD	Budgeted	Balance	FY24% Used		
					Thru 5/31/24	Used Thru 5/31/24	
305 - Capital Improvement Project (C.I.P) Fund							
REVENUES							
305-01-33-337-33700	\$0	\$0	\$750,000	\$750,000	0.00%	NA	
305-01-33-337-33701	\$0	\$0	\$350,000	\$350,000	0.00%	NA	
305-01-32-334-33450	\$0	\$0	\$271,794	\$271,794	0.00%	NA	
305-01-36-366-36991	\$0	\$0	\$250,000	\$250,000	0.00%	NA	
305-01-38-381-38105	\$0	\$484,691	\$484,691	\$0	100.00%	NA	
305-01-38-381-38110	\$1,202,853	\$1,202,853	\$1,202,853	\$0	100.00%	100.00%	
305-01-38-381-38111	\$49,037	\$49,037	\$127,550	\$78,513	38.45%	100.00%	
305-01-38-381-38112	\$462,296	\$462,296	\$334,000	(\$128,296)	138.41%	100.00%	
305-01-38-381-38100	\$0	\$2,585	\$664,550	\$661,965	0.39%	NA	
Total Revenues	\$1,714,187	\$2,201,463	\$4,435,438	\$2,233,975	49.63%	35.19%	

EXPENSES

305-60-53-538-56334	\$0	\$5,395	\$0	(\$5,395)	0.00%	NA
305-60-53-538-56336	\$0	\$0	\$126,000	\$126,000	0.00%	NA
305-60-53-538-56337	\$0	\$0	\$205,794	\$205,794	0.00%	NA
305-60-53-538-56338	\$0	\$191,970	\$198,000	\$6,030	96.95%	NA
305-60-53-538-56348	\$0	\$134,910	\$125,700	(\$9,210)	107.33%	NA
305-60-53-538-56349	\$0	\$110,830	\$126,000	\$15,170	87.96%	NA
305-60-53-538-56350	\$0	\$0	\$40,000	\$40,000	0.00%	NA
305-60-53-538-56351	\$0	\$0	\$436,300	\$436,300	0.00%	NA
305-60-53-538-56352	\$0	\$0	\$136,700	\$136,700	0.00%	NA
305-60-53-538-56353	\$0	\$0	\$140,000	\$140,000	0.00%	NA
305-60-54-541-56101	\$0	\$0	\$77,673	\$77,673	0.00%	NA
305-60-54-541-56102	\$0	\$0	\$89,865	\$89,865	0.00%	NA
305-60-54-541-56103	\$0	\$0	\$107,064	\$107,064	0.00%	NA
305-60-54-541-56104	\$0	\$0	\$79,563	\$79,563	0.00%	NA
305-60-54-541-56105	\$0	\$0	\$171,581	\$171,581	0.00%	NA
305-60-54-541-56106	\$0	\$0	\$473,965	\$473,965	0.00%	NA
305-60-54-541-56107	\$0	\$0	\$120,113	\$120,113	0.00%	NA
305-60-54-541-56108	\$0	\$0	\$132,037	\$132,037	0.00%	NA
305-60-54-541-56109	\$0	\$0	\$26,594	\$26,594	0.00%	NA
305-60-54-541-56110	\$0	\$0	\$230,641	\$230,641	0.00%	NA
305-60-54-541-56111	\$0	\$0	\$187,878	\$187,878	0.00%	NA
305-60-54-541-56154	\$0	\$110,741	\$108,000	(\$2,741)	0.00%	0.00%
305-60-54-541-56303	\$0	\$171	\$0	(\$171)	0.00%	0.00%
305-60-54-541-56305	\$0	\$138,502	\$154,885	(\$3,617)	102.34%	NA
305-60-54-541-56307	\$0	\$79,452	\$97,500	\$18,048	81.49%	NA
305-60-54-541-56309	\$0	\$715	\$0	(\$715)	0.00%	NA
305-60-54-541-56311	\$0	\$30,468	\$40,014	\$9,546	76.14%	NA

Town of Loxahatchee Budget to Actual May 31, 2024

	May	YTD	Budgeted	Balance	FY24% Used Thru 5/31/24	FY23 % Used Thru 5/31/24
305-60-54-541-56313	\$0	\$5,180	\$0	(\$5,180)		NA
305-60-54-541-56315	\$0	\$0	\$35,000	\$35,000	0.00%	NA
305-60-54-541-56316	\$0	\$0	\$21,000	\$21,000	0.00%	NA
305-60-54-541-56317	\$0	\$0	\$21,000	\$21,000	0.00%	NA
305-60-54-541-56318	\$0	\$0	\$28,000	\$28,000	0.00%	NA
305-60-54-541-56319	\$0	\$0	\$10,500	\$10,500	0.00%	NA
305-60-54-541-56321	\$0	\$0	\$21,000	\$21,000	0.00%	NA
305-60-54-541-56322	\$0	\$0	\$35,000	\$35,000	0.00%	NA
305-60-54-541-56323	\$0	\$0	\$35,000	\$35,000	0.00%	NA
305-60-54-541-56324	\$0	\$0	\$8,500	\$8,500	0.00%	NA
305-60-54-541-56325	\$0	\$33,552	\$105,000	\$71,448	31.95%	NA
305-60-54-541-56326	\$22,792	\$24,827	\$25,000	\$173	99.31%	NA
305-60-54-541-56327	\$0	\$0	\$35,000	\$35,000	0.00%	NA
305-60-54-541-56328	\$0	\$0	\$23,550	\$23,550	0.00%	NA
305-60-54-541-56329	\$0	\$25,844	\$50,000	\$24,156	51.69%	NA
305-60-54-541-56541	\$90,887	\$270,466	\$350,000	\$79,534	77.28%	NA
Total Expenses	\$113,679	\$1,183,021	\$4,435,417	\$3,252,395	26.67%	22.27%
Revenues Less Expenditures		\$1,018,442				

**Fund Balance Runout
FY2020 to FY2024**

	General Fund	Transportation Fund	LOST	Road and Drainage	Capital Projects	Solid Waste
Fund Balances at 9/30/2020	1,059,426	474,401	861,528	695,396	784,277	129,307
Revenues FY21	2,924,015	377,753	272,667	1,823,789	27	703,937
Expenditures FY21	(2,417,872)	-	-	(1,327,823)	(2,040,647)	(699,311)
Transfers in	-	-	-	210,000	1,631,695	77,950
Transfers out	(77,950)	(707,500)	(1,134,195)	-	-	-
Fund Balances at 9/30/2021	1,487,619	144,654	-	1,401,362	375,352	211,883
Revenues FY22	4,839,586	396,107	315,075	1,549,112	-	660,895
Expenditures FY22	(2,751,545)	-	(5,899)	(1,612,792)	(1,646,817)	(673,878)
Issuance of Debt- Leases	11,765	-	-	-	-	-
Transfers in	-	-	-	272,037	1,563,824	47,650
Transfers out	(1,439,774)	(443,737)	-	-	-	-
Fund Balances at 9/30/2022	2,147,651	97,024	309,176	1,609,719	292,359	246,550
Revenues FY23	4,094,368	405,313	361,131	1,535,112	126,459	585,725
Expenditures FY23	(2,979,929)	-	-	(1,972,258)	(1,640,010)	(714,112)
Issuance of Debt- Leases	-	-	-	236,620	-	-
Transfers in	-	-	-	541,000	1,885,741	135,365
Transfers out	(1,175,912)	(502,337)	(670,307)	(213,550)	-	-
Fund Balances at 9/30/2023	2,086,178	-	-	1,736,643	664,549	253,528
Revenues FY24, forecasted to FYE	4,656,818	381,509	360,585	1,533,758	1,621,794	581,224
Expenditures FY24, Forecasted to FYE	(3,087,147)	-	-	(2,661,649)	(4,435,437)	(698,848)
Issuance of Debt- Leases	-	-	-	239,346	-	-
Transfers in	-	-	-	253,836	2,149,094	118,000
Transfers out	(1,320,853)	(406,386)	(334,000)	(484,691)	-	-
Fund Balances Used or Restricted	(771,747)	-	-	-	-	-
Fund Balances at 9/30/2024, Forecasted	1,563,249	(24,877)	26,585	617,243	-	253,904

This Page Is Blank Intentionally

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



AGENDA MEMO

TO: Finance Advisory and Audit Committee

FROM: Christopher Wallace, Finance Director

VIA: Francine L. Ramaglia, Town Manager

DATE: June 25, 2024

SUBJECT: Review of Town Investment Policy And Current Investment Position

Background:

At its last meeting, the FAAC inquired about the opportunities the Town has to increase its investment or deposit income. Since interest rates have risen from near zero levels, this is a good time to re-evaluate this issue. The Town's investment policy (attached) is guided by the following guidelines:

1. **Safety.** The principal should not be at risk.
2. **Liquidity.** The funds should be readily available to the Town without restrictions that might imperil the Town's cash flows needs.
3. **Yield.** Given the requirements of Safety first and Liquidity second, the Town should generate the greatest yield possible.

The Town currently maintains its funds, both current and surplus, in the following accounts:

1. Deposits held at Bank United and Wells Fargo. Both banks are "Qualified Public Depositories (QPD)" under the state law governing local government deposits. Because deposits are insured by the FDIC to \$250,000, the State requires that QPD's provide collateral for the amount of public deposits held by the bank. The collateral is basically guaranteed government securities.
2. An investment account at the State Board of Administration. This is called Florida PRIME, and it is a AAAM S&P Global-rated money market fund. It has daily availability to the Town. The fund uses the S&P US AAA & AA Rated GIP All 30-day Net Yield Index benchmark.

- An investment account at the Florida League of Cities Florida Municipal Investment Trust (FMIvT) which is a AAAf Fitch-rated fund, and which has funds availability twice per month. This fund is an ultra-short term fixed income fund with a benchmark of BOA 1-year treasury note.

There are other investment options available in other local government investment pools. However, my recommendation is to close the deposit account at Wells Fargo and investment account at FMIvt and move the funds into the Town’s account at Florida PRIME. This account meets the Town’s “SLY” guidelines, generates the less amount of fees, and almost always outperforms other options. Its operational guidelines meet the Town’s needs.

A concise summary of the current options follows:

**Town of Loxahatchee
Groves Surplus Funds
Options**

	Florida Prime	FMIT 0-2 year	FMIT 1-3 years	Wells Fargo (requires compensating balance)
Amount Invested	1,000,000	1,000,000	1,000,000	750,000
1 year yield	5.66% net	4.93% gross of fees. 4.68 net	3.99% gross of fees, 3.75% net	5.17% gross, 4.97% net
simple yield after 1yr	56,600.00	46,800.00	37,400.00	37,275.00
Difference to Florida Prime		(9,800.00)	(19,200.00)	(19,325.00)
Ratings	AAA Am S&P Global	AAA Fitch	AAA Fitch	AAA Am S&P
All in Fees	0.03%	0.25%	0.25%	0.20%
Funds Availability	daily	2x/Month	2x/Month	daily
Manager	Federated Hermes	Asset Consulting Group	Asset Consulting Group	Allspring Funds Management, LLC
Note 1	investment, not an insured deposit			

Additional information on each option is attached.

Should you need further information, please feel free to contact us.

Recommendations:

Receive and File.

RESOLUTION NO. 2008-021

A RESOLUTION OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, PROVIDING FOR THE ADOPTION OF THE TOWN'S INVESTMENT POLICY FOR PUBLIC FUNDS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council for the Town of Loxahatchee Groves has determined that it is in the best interests of the residents of Loxahatchee Groves to adopt an Investment Policy for the investment of public funds; and

WHEREAS, City Administration has prepared an Investment Policy consistent with the requirements of section 218.415, Florida Statutes;

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

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

Section 2 The Town Council adopts the following Town of Loxahatchee Groves Investment Policy for public funds:

Investment policy. Funds of the city may be invested in accordance with the Investment Policy of the Town ("Policy"), as follows:

- (a) Scope - There is hereby created the Town of Loxahatchee Grove's Investment Policy, which shall provide exclusive authorization, regulation, guidance and requirements pertaining to the investment activities of Loxahatchee Grove. These policies shall pertain only to those funds in excess of those required to meet the current expenses to be paid within sixty (60) days. This policy shall not pertain to pension and bond funds where there are other policies or indenture requirements in effect.
- (b) General Objectives - The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield.
 - (1) Safety. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of

capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

- a. Credit Risk. The Town of Loxahatchee Groves will minimize credit risk, the risk of loss due to the failure of the security insurer or backer, by:
 - (i) Limiting investments to the safest types of securities.
 - (ii) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors which the Town of Loxahatchee Groves will do business
 - (iii) Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

 - b. Interest Rate Risk. The Town of Loxahatchee Groves will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
 - (i) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - (ii) Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.
- (2) Liquidity. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools that offer same-day liquidity for short-term funds.
- (3) Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
- a. A security with declining credit may be sold early to minimize loss of principal.

- b. A security swap would improve the quality, yield, or target duration in the portfolio.
- c. Liquidity needs of the portfolio require that the security be sold.
- d. Direction of the Town Council.

(c) Standards of Care

- (1) Prudence. The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- (2) Ethics and Conflicts of Interest. The Members of the Town Council, contract employees, and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town of Loxahatchee Groves.
- (3) Delegation of Authority. Authority to manage the investment program is granted to the Town Manager, hereinafter referred to as the “investment officer.” Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

(d) Safekeeping and Custody

- (1) Authorized Financial Dealers and Institutions. A list will be maintained of financial institutions authorized under Chapter 280, Florida Statutes authorized to provide investment services. The Town of Loxahatchee Groves may purchase or sell securities through the broker/dealer of its Town authorized financial institution. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operations). These may include “primary” dealers or regional dealers that qualify under the Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule). Annual reports may be required from each broker/dealer to ensure its status and minimum capital requirement.
- (2) Internal Controls. The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that assets of the Town of Loxahatchee Groves are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.
- (3) Delivery vs. Payment. All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

(e) Suitable and Authorized Investments

- (1) Investment Types. The Town of Loxahatchee Groves’ eligible investments shall be as follows:
 - a. The Local Government Surplus Trust Fund or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act as provided in s. 163.01.
 - b. Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency (e.g., A-1, P-1, F-1, or D-1).
 - c. Interest-bearing time deposits or savings accounts in qualified public depositories as defined in s. 280.02.
 - d. Direct obligations of the United States Treasury.
 - e. Federal agencies and instrumentalities.

- f. Repurchase agreements whose underlying purchased securities consist of the foregoing.
 - g. Securities of, or other interests in, any open-end or closed-end management-type investment company or investment trust registered under the Investment Company Act of 1940, 15 U.S.C. ss. 80a-1 et seq., as amended from time to time, provided that the portfolio of such investment company or investment trust is limited to obligations of the United States Government or any agency or instrumentality thereof and to repurchase agreements fully collateralized by such United States Government obligations, and provided that such investment company or investment trust takes delivery of such collateral either directly or through an authorized custodian.
 - h. Government-backed derivatives; all other derivatives are prohibited.
 - i. Other investments that may be authorized by the Town Council.
- (2) Collateralization. Where allowed by Florida law, full collateralization will be required on non-negotiable certificates of deposit.
 - (3) Repurchase Agreements. The investment policy shall require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the Master Repurchase Agreement. All repurchase agreements shall adhere to the requirements of the Master Repurchase Agreement.
- (f) Investment Parameters
- (1) Diversification. The investments shall be diversified by:
 - a. Limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
 - b. Limiting investment in securities that have higher credit risks,
 - c. Investing in securities with varying maturities, and
 - d. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.
 - (2) Maximum Maturities. To the extent possible, the Town of Loxahatchee Groves shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town of Loxahatchee Groves will not directly invest in securities maturing more than five (5) years from the date of purchase. The

Town of Loxahatchee Groves shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investments horizons may be invested in securities exceeding five (5) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of the funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the Town Council.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure appropriate liquidity is maintained to meet ongoing obligations.

(g) Reporting

- (1) Methods. The investment officer shall prepare an investment report at least monthly. The report will be prepared in a manner that will document the investment activities during the reporting period have conformed to the investment policy and will include references to alternative market rates of return.
- (2) Performance Standards. The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.
- (3) Marking to Market. The market value of the portfolio shall be calculated at least quarterly.

(h) Other Matters

- (1) Bid Requirements. The investment officer shall determine the approximate maturity date based on cash flow needs and market conditions, analyze and select one or more optimal types of investment, and competitively bid (investments in excess of \$1,000,000) the security in question when feasible and appropriate. Except as otherwise required by law, the bid deemed to best meet the investment objectives must be selected.
- (2) Continuing Education. The investment officer responsible for making investment decisions must annually complete 8 hours of continuing education in subjects or courses of study related to investment practices and products.
- (3) Annual Audit. The investment portfolio and procedures shall be reviewed and reported on by the independent auditors as part of their annual examination.

Section 3. Severability. If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not effecting the validity of the remaining portions or applications remaining in full force and effect.

Section 4. Conflicts. All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith are to the extent of such conflicts hereby repealed.

Section 5. Effective Date. This Ordinance shall take effective immediately upon its passage.

ADOPTED by the Town Council of the **TOWN OF LOXAHATCHEE GROVES, FLORIDA**, this 5th day of August, 2008.

ATTEST:

Matthew Lyman
TOWN CLERK

TOWN OF LOXAHATCHEE GROVES,
FLORIDA

David Browning
Mayor David Browning

APPROVED AS TO LEGAL FORM:

DNT
Office of the Town Attorney

Marge Herzog
Vice Mayor Marge Herzog

[Signature]
Council Member

[Signature]
Council Member

[Signature]
Council Member

DNT:js

H:\2007\070240.LOX\RESO 2008\Reso 2008-021 (Investment Policy).doc

STATE OF FLORIDA
COUNTY OF Palm Beach

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of:
Resolution 2008-021
as recorded in the Office of the Town Clerk.

WITNESS my hand and official seal this 5th day of August, A.D. 2008

TOWN OF Loxahatchee Groves
BY: Matthew Lyman

This Page Is Blank Intentionally

TOWN OF LOXAHATCHEE GROVES
155 F Road Loxahatchee Groves, FL 33470



AGENDA MEMO

TO: Finance Advisory and Audit Committee

FROM: Francine L. Ramaglia, Town Manager

DATE: June 25, 2024

SUBJECT: Presentation and Discussion with Town Public Works Director on Costs of Maintaining Paved Roads vs Dirt Roads

Background:

Richard Gallant, Public Works Director will present an analysis of the costs associated with maintain direct roads and paved roads and discussing status of the Town's gas tax map and road classification system.

Recommendations:

Review and Discuss.

This Page Is Blank Intentionally



155 F Road Loxahatchee Groves, FL 33470

TO: Finance Advisory and Audit Committee of Town of Loxahatchee Groves

FROM: Jeff Kurtz, Project Coordinator

DATE: June 25, 2024

SUBJECT: FY25 Budget Update

Background:

The Town Staff is working on the FY25 budget and the tentative line-item budget is still under review and not ready for public presentation. Among the significant drivers of the budget is the Capital Improvement Plan and the current draft of the FY25 CIP is attached and will be discussed at the June 25th meeting. The Town Manager has been out of the office due to illness most of the last two weeks and therefore has been unable to review the overview of our current budgetary issues that, I am presenting below, so the observations should not be viewed as absolutely as those that are made by her, after she has had full opportunity to review staff's work.

GENERAL FUND - 001

The amended general fund revenue budget for FY24 was \$ 3,724,509 without the use of reserves. In FY24 there was \$506,059 budgeted from reserves for a total amended revenue and expense budget of \$ 4,230,568.

The current projected general fund revenues and expenses for the FY25 budget are approximately \$ 4,050,000 exclusive of any use of reserves. The projected increase of \$325,000 in revenues is primarily due to a projected increase in ad valorem tax revenue of approximately \$190,000 and an increase in building fund revenues of \$43,000. We are currently projecting a \$750,000 contribution from the General Fund to the FY25 Capital Fund.

The projected general fund balance at the end of FY24 is approximately 1.5 million and the staff is not recommending drawing from that fund balance in FY25 to pay for general fund or capital fund expenditures.

The staff is recommending maintenance of the millage rate at its current level of 3 mills.



155 F Road Loxahatchee Groves, FL 33470

TRANSPORTATION AND LOST FUNDS – 101&103

It is anticipated that gas tax and surtax revenues will remain relatively flat and that all of those proceeds be directed to the road and drainage fund and capital funds as has been done the last several years.

ROAD AND DRAINAGE FUND – 105

In FY24 the Town Council added three new positions to the public works crew. The primary intended purpose of the additional personnel was for canal bank restoration. The public works department did not become fully staffed until December and the positions were budgeted for 10/12 of the year rather than a full year as it was understood when the FY24 budget was adopted, that it would take time to staff up. The public works department has been heavily engaged in deferred maintenance projects throughout the Town and preparing road and related drainage restoration for the upcoming implementation of the FY24 paving plan. There remains a great deal of deferred maintenance to catch up on and the public works director will be recommending to Council that there be a continued focus on re-establishing drainage flow to the canal system and a secondary focus on bank restoration. Additional personnel are not being requested, but the Public Works Director and Town Manager believe current staffing levels need to be maintained in order to continue making headway on the previous years of deferred maintenance.

The FY24 budget funded the additional costs associated with the expanded staff by utilizing previous year's carry forward of funds and fund balance rather than increasing revenues with an increase in assessment. In addition, fund reserves were transferred to FY24 Capital Fund, in part to fund the FY24 paving plan. In last year's deliberations the FAAC had discussed and recommended consideration of increasing the assessment rate as the FAAC recognized that use of reserves would not be available in future years, and the support for that consideration was before the Town Council added additional personnel.

The projected fund balance in the road and drainage fund at the end of this fiscal year is slightly over \$600,000, which will meet the minimum recommended level of 25%, but does not accommodate reserves being available to fund operational or capital expenditures. If the District keeps the assessments at the current level of \$200 per acre, the total revenues projected for next year would be the same as FY24, which is about 1.82 million dollars. The two major sources of revenue are the assessment which produces approximately 1.5 million and gas taxes which provide about \$275,000. Every \$20 of assessment produces about \$150,000 in revenue.

In looking at last year's amended budget for the road and drainage fund revenues and expenses were \$2,759,634. The true revenues of 1.82 million were augmented by \$945,000 from fund balance. The expenses included a transfer of \$484,691 to the Capital Fund, so operations were about 2.275 million dollars.



155 F Road Loxahatchee Groves, FL 33470

As staff is working on the FY25 road and drainage budget projected expenses are around 2.4 million dollars, which leaves a funding gap of approximately \$ 600,000.

CAPITAL FUND – 305

As of this date, the Public Works Director, will be recommending deletion from the FY24 paving plan of several roadways due to their adjacency to other roads which will have to continue to be graded. Instead, he will be recommending that those groupings of roadways be paved together in future years as set forth in the attached CIP spreadsheet. In FY25 the only roads recommended to be paved are A Road from Okeechobee Blvd. to Collecting Canal and Collecting Canal from A Road to B Road along with the completion of the leftover gaps from the FY23 paving plan on Folsom Rd., 25th Street, G West, and E Road. The projected budget for those roadway segments and the road rock associated with those road improvements is \$814,375.

Included in the capital program for FY25 is seeking grant funding for Okeechobee Traffic Calming project through the County's TPA (Transportation Planning Agency). The \$100,000 allocated to the project in FY24 would be for engineering, planning and lobbying services with an eye on grant funding in future years. The traffic calming project would improve the flow of traffic on and to and from Okeechobee Blvd through Town. The project will involve roundabouts and turning lanes. The engineering and lobbying services would provide more specifics to the project and get plans to a level where it could seriously be considered for grant funding in upcoming years. The Town almost achieved something similar a few years ago. Total cost of the project is anticipated to be in the \$5,000,000 range, with the vast majority, if not all to come from grants.

There is \$1,235,000 in drainage and canal related projects, detailed in the spreadsheet. There is \$20,000 allocated to the trails system.

The staff is recommending the Town address the state of its EOC facility. The designated EOC (Emergency Operations Center) currently is the public works building (which as I understand it is a relocated movie theatre that is approximately 90 years old). That building is designated as the EOC, not because of its solid construction, but because it has a generator and a fuel source for the generator. In the long term, staff is recommending that building be replaced. Staff is recommending that the Town pursue grant funding for the replacement of the building, but in order to be seriously considered for grant funding, there has to be plans in place with estimated costs, readily available. The proposed FY25 budget has \$10,000 allocated to initiate that process. On an interim basis, it is staff's recommendation, that upgrades be made to Town Hall with a generator and fuel supply for the generator being developed on site, as Town Hall is a newer and better built building than the public works building. As a part of the conversion to the EOC, the older AC units servicing the building would be replaced and may be resized. The AC replacement is a part of this process because AC is a principal driver in how much power your generator has to supply. \$75,000 is budgeted for the conversion process.



155 F Road Loxahatchee Groves, FL 33470

The total proposed capital budget for FY25 is \$2,254,375. Funding for the capital budget comes from a state grant in the amount of \$750,000, general fund transfer of \$750,000 and gas tax and surtax funds totaling \$461,550 for a total of available funds being \$1,961,550. This leaves a tentative shortage in funding of \$ 292,825.

SOLID WASTE – 405

The Solid Waste Fund is anticipated to have a reserve balance at the end of FY24 of approximately \$ 250,000. The solid waste contract has a slight increase built into for FY25. Staff is recommending that in addition to a contribution from the general fund, approximately 10% of the fund balance be utilized to stabilize the solid waste collection rates at their current levels. The utilization of fund balance would still keep the fund balance above 30%. The current residential rate for garbage is \$400 per unit.

OVERALL STATUS

The numbers in this overview will be subject to further refinement as we continue the budgetary process and get more up to date estimates on revenues from the State next month. The bottom line is that use and future growth of reserves at current rates is limited. The Town will be facing operational deficits if assessment rates are not addressed and grant funding will be the primary source of capital improvements.

Recommendation:

Review and discuss.

TOWN OF LOXAHATCHEE GROVES
Ordinance No. 2025-XX
6182024 Draft

Exhibit A

		Estimated Timeframe	2025 Proposed	2026	2027	2028	2029	2030	2031
Road Paving Plan (overlay program)									
A South	1.25 miles	2025	\$ 363,688	\$ -					
N North	1.5 miles	2027			\$ 403,851				
Collect Canal (A to B)	.5 miles	2025	\$ 145,475	\$ -					
E Southern to Citrus (Loxahatchee Ave)	0.15 miles	2026	\$ -	\$ 43,643					
Citrus	0.25 miles	2025	\$ -	\$ -					
Lox Ave Tangerine to Citrus	0.1 miles	2025	\$ -	\$ -					
Tangerine	0.5 miles	2026		\$ 145,475					
G Road (E)	0.5 miles	2029				\$ 145,475			
25th St East of Folsom	0.25 miles	2029				\$ 72,738			
S North	1.5 miles	2031	\$ -					\$ 759,000	
6th Ct E Rd to Vinceremos)	0.75 miles	2026	\$ -	\$ 218,213					
Compton	0.75 miles	TBD	\$ -						
Bryan	0.75 miles	TBD	\$ -						
Marcella	0.75 miles	TBD	\$ -						
E North (gap)	0.25 miles	2025	\$ 72,738						
Folsom (gap)	0.25 miles	2025	\$ 72,738						
West 25 Street (gap)	0.15 miles	2025	\$ 43,643						
G West (gap)	.1 miles	2025	\$ 29,095						
West C Neighborhood (West C, 17th Rd N, Timber lane, Scott Place, Williams, Dr., Robert Way, Forest Lane)									
Snail Trail									
The 40's & Global Trail (44th, 42 St. N, 43rd Rd N 42nd Rd N, 41st Ct. Ian Trail)	1.2 miles	2030						\$ 349,140	
West D Neighborhood(West D, Temple, 6th Ct N Tangerine)	.9 miles	2028				\$ 261,855			
March Circle	.15 miles	2029					\$ 43,643		
Great Dane	.1 miles	2029					\$ 29,095		
Kazee	.5 miles	2029					\$ 145,475		
Kerry Lane Neighborhood (Kerry Lane, Edith, Fox 1 Farley)	.8 miles	2028				\$ 232,760			
11th Terrace	0.2	2030						\$ 58,190	
Bunny Lane	0.25	2030						\$ 72,738	
			\$ 727,375	\$ 407,330	\$ 403,851	\$ 494,615	\$ 436,426	\$ 480,068	\$ 759,000
Road Rock Plan (rebuilding of road beds)									
Collect Canal	3.25 miles	2025	\$ 12,000	\$ -	\$ -	\$ -			
6th Ct (E Rd to Vinceremmos)	0.75 miles	2026		\$ 52,500	\$ -	\$ -			
A South	1.25 miles	2025	\$ 75,000	\$ -	\$ -				
N North	2 miles	2027			\$ 75,000	\$ -			
Folsom	0.3 miles	2025		\$ -	\$ -	\$ -			
G Road (E)	0.5 miles	2025					\$ 35,000		
25th St East of Folsom	0.25 miles	2025					\$ 17,500		
S North	1.5 miles	2027	\$ -		\$ 105,000	\$ -			
Lox Ave Tangerine to Citrus	0.1 miles	2026		\$ 6,000					
22nd N/F/P	0.6 miles	2026	\$ -	\$ -	\$ -	\$ -			
			\$ 87,000	\$ 58,500	\$ 180,000	\$ -	\$ 52,500		

TOWN OF LOXAHATCHEE GROVES
Ordinance No. 2025-XX
6182024 Draft

Exhibit A

	Estimated Timeframe	2025 Proposed	2026	2027	2028	2029	2030	2031
TPA Okeechobee Traffic Calming	2025-2030	\$ 100,000	\$ 5,000,000					
Stormwater/Roadway Drainage Improvements								
SWM System Improvements-Resilient Florida Surface water management infrastructure project to improve flood control, adherence to NPDES requirements and water quality, conveyance and drainage	TBD	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -			
Specific Maintenance Projects								
Pump House (including instrumentation and controls)	2025	\$ 10,000	\$ -	\$ -	\$ -			
Gate Repairs at 'A'	2025	\$ 10,000	\$ -	\$ -	\$ -			
Gate Repairs at 'Folsom'	2025	\$ 15,000	\$ -	\$ -	\$ -			
SCADA & Telemetry		\$ -	\$ 300,000	\$ -	\$ -			
		\$ 35,000	\$ 300,000	\$ -	\$ -			
Swales & Culverts								
Swales, Catch Basins and Other Control Structures	2025	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000			
South E and Citrus Drainage System (Without tree removal)	2025	\$ 25,000	\$ 200,000	\$ -	\$ -			
Tangerine and Citrus Drainage System (Without tree removal)	2025	\$ 25,000	\$ 300,000					
Miscellaneous culvert failures/emergency repairs (5-7 culverts)		\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000			
		\$ 500,000	\$ 1,050,000	\$ 550,000	\$ 550,000			
Specific Culvert Locations								
	1	2025	\$ 125,000	\$ -	\$ -			
	2	2025	\$ 125,000					
	3	2025	\$ 125,000					
	4	2025	\$ 125,000					
Survey Design + Permitting			\$ 500,000	\$ -	\$ -	\$ -		
Repair and Maintenance Canals								
North Pump and pumphouse	2026		\$ 400,000					
17 Segments of Bank Reinforcement @ \$100 LF	2027-2030			\$ 20,000,000	\$ 20,000,000	\$ 20,000,000	\$ 20,000,000	
Canal Bank Stabilization	2024-2040	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000			
Seven Locks/Weirs at \$150,000 each location Dredging of Canals	2024-2040		\$ 300,000	\$ 300,000	\$ 450,000			
		\$ 200,000	\$ 900,000	\$ 20,500,000	\$ 20,650,000	\$ 20,000,000	\$ 20,000,000	
Trails System								
Connectivity improvements and trail maintenance/upgrades to ensure safety and usefulness of the Town trails system.								
North Road Trail	2025	\$ 20,000	\$ -	\$ -	\$ -			
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	TBD	\$ -	\$ -	\$ -	\$ -			
Other Trails Improvements	TBD	\$ -	\$ -	\$ -	\$ -			
		\$ 20,000	\$ -	\$ -	\$ -			
Resiliency								
Replacement of Public Works Building	2025-2027	\$ 10,000		\$ 750,000				
Resiliency Grant Program	2024-30							
Conversion of Town Hall to EOC	2025	\$ 75,000						
Total Resiliency		\$ 85,000	\$ -	\$ 750,000				
Total Capital Spending (305)		\$ 2,254,375	\$ 7,715,830	\$ 22,383,851	\$ 21,694,615	\$ 20,488,926	\$ 20,480,068	\$ 759,000
Recommended Use of Capital Funds in FY2025:								
PW Building	\$	10,000						
Conversion of Town Hall to EOC	\$	75,000						
Roadway Paving Plan (overlay program)	\$	727,375						
Roadway Rock Plan (rebuilding of road beds)	\$	87,000						
Specific Maintenance Projects	\$	35,000						
Swales and Culverts	\$	500,000						
Specific Culvert Locations	\$	500,000						
Repair and Maintenance of Canals	\$	200,000						
Trails System	\$	20,000						
Okeechobee Traffic Calming	\$	100,000						

TOWN OF LOXAHATCHEE GROVES
Ordinance No. 2025-XX
6182024 Draft

Exhibit A

	Estimated Timeframe	2025 Proposed	2026	2027	2028	2029	2030	2031
Total Recommended Use of Capital Funds FY24		\$ 2,254,375						
Capital Funds Available For FY2025:								
State Grant		750,000						
Resiliency Grant								
General Fund	\$	750,000						
Gas Tax Funds	\$	127,550						
Surtax Funds	\$	334,000						
Road and Drainage Funds								
Carryover of Capital Funds From 2025								
FEMA Reimbursement*								
Private Contribution								
Total Capital Funds Available	\$	1,961,550						
Projected Shortfall	\$	292,825						
CAPITAL EXPENDITURES OUTSIDE OF FUND 305								
Other Road Materials and Supplies(Budgeted in Public Works)								
Road Maintenance								
Miscellaneous Annual rock Replensihment	2024-2028	\$ 172,500	\$ 135,000	\$ 108,000	\$ 90,000			
Rental/Lease Option Machinery & Equipment (Budgeted in Public Works)								
Tractor Mower	2024-2026	\$ 83,000	\$ 83,000					
Mower (Kubota)	2022-2024	\$ -						
Grader (John Deere)	2023-2025	\$ 50,000	\$ 123,000					
Dump Truck(purchased with auction proceeds)	2024-25	\$ 120,000		\$ -				
Rental of equipment on as needed basis such as roller, pump vac, road plates, etc.	2025-2030	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
Mini Excavator	2025-2027	\$ 40,000	\$ 40,000	\$ 40,000				
		\$ 343,000	\$ 296,000	\$ 90,000	\$ 50,000	\$ 50,000	\$ 50,000	
Total Capital (105)		\$ 515,500	\$ 431,000	\$ 198,000	\$ 140,000			