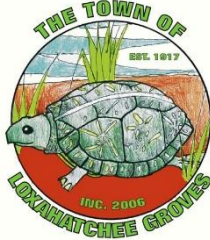


TOWN OF LOXAHATCHEE GROVES
TOWN HALL COUNCIL CHAMBERS
TOWN COUNCIL REGULAR MEETING/FINAL BUDGET HEARING

AGENDA
SEPTEMBER 18, 2024 – 6:00 PM



Community Open Discussion Meeting Precedes Meeting from 6:00-6:30 PM
(on Non-Agenda Items)

Anita Kane, Mayor (Seat 3)

Phillis Maniglia, Councilmember (Seat 1)

Laura Danowski, Councilmember (Seat 2)

Robert Shorr, Councilmember (Seat 4)

Marge Herzog, Vice Mayor (Seat 5)

Administration

Town Manager, Francine L. Ramaglia

Town Attorney, Torcivia, Donlon, Goddeau & Rubin, P.A.

Town Clerk, Valerie Oakes

Public Works Director, Richard Gallant

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.

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 Noon 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 livestreamed and close-captioned for the general public via our website, instructions are posted there.

CONSENT AGENDA

1. Approval on **Resolution No. 2024-62**: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA APPROVING REMOVAL OF SPECIMEN TREES; PROVIDING AN EFFECTIVE DATE.
2. Approval of **Resolution No. 2024-67**: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, RECOGNIZING CERTAIN DATES SUPPORTING LOCAL GOVERNMENT AND APPROVING ANNUAL SPONSORSHIPS AND EVENTS; AND PROVIDING FOR AN EFFECTIVE DATE.
3. Approval of **Resolution No. 2024-68**: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPROVING THE DESIGNATION OF CERTAIN DAYS, WEEKS, AND MONTHS FOR ANNUAL PROCLAMATIONS TO BE ISSUED BY THE TOWN COUNCIL; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.
4. Approval of **Resolution No. 2024-70**: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA APPROVING AMENDMENTS TO THE GAS TAX MAP AND ROAD MILEAGE CHART; PROVIDING AN EFFECTIVE DATE.

PRESENTATIONS

FINAL BUDGET HEARING AND PUBLIC HEARING

5. Pursuant to F.S. 200.065(2)(d)&(e), the following announcement must be made:

"The Town of Loxahatchee Groves, Florida's rolled back rate is 2.7048, the percentage increase in property taxes for Fiscal Year 2023/2024 is 10.9% and the Town's millage rate to be adopted is 3.00 mills".

a. Consideration of Resolution No. 2024-72:
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ESTABLISHING AND ADOPTING THE FINAL MILLAGE FOR THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, PURSUANT TO THE BUDGET SUMMARY FOR THE FISCAL YEAR 2024-2025, IN ACCORDANCE WITH CHAPTER 200, FLORIDA STATUTES, AS AMENDED, PROVIDING FOR SEVERABILITY, CONFLICT, AND AN EFFECTIVE DATE.

b. Consideration of Resolution No. 2024-73:
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ADOPTING A FINAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

6. Approval of Ordinance No. 2024-07 on Second Reading: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, REPEALING SEC. 20-050 "RECREATIONAL VEHICLES" OF ARTICLE 20 – "RESIDENTIAL ZONING DISTRICTS"; AND ESTABLISHING ARTICLE 92 "RECREATIONAL VEHICLES" WITHIN PART III "SUPPLEMENTAL REGULATIONS" WITHIN THE UNIFIED LAND DEVELOPMENT CODE; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

7. Approval of Ordinance No. 2024-08 on Second Reading: AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA AMENDING CHAPTER 2 "ADMINISTRATION", ARTICLE III "OFFICERS AND EMPLOYEES", DIVISION 2 "CODE OF ETHICS", SECTION 2-87 "STANDARDS OF CONDUCT", PARAGRAPH (10) OF THE CODE OF ORDINANCES AND PART V "DEVELOPMENT REVIEW PROCEDURES AND REQUIREMENTS", ARTICLE 120 "QUASI-JUDICIAL HEARINGS", SECTION 120-020 "EX-PARTE COMMUNICATIONS" OF THE UNIFIED LAND DEVELOPMENT CODE OF THE TOWN OF LOXAHATCHEE GROVES TO PROVIDE FOR PROCEDURES REGARDING HOLDING AND DISCLOSURE OF EX-PARTE COMMUNICATIONS AND REMOVING ANY PRESUMPTION OF PREJUDICE; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

REGULAR AGENDA

8. Approval of Resolution No. 2024-63: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ADOPTING A SOCIAL MEDIA

POLICY FOR ELECTED OFFICIALS, COMMITTEE MEMBERS AND OTHER APPOINTED OFFICIALS; AND PROVIDING FOR AN EFFECTIVE DATE.

DISCUSSION

- [9.](#) Discussion on Prioritization of the Capital Improvement Plan (CIP)
- [10.](#) Discussion on Revisions to the Town Council's Rules of Order and Procedure

QUASI-JUDICIAL PUBLIC HEARING

TOWN STAFF COMMENTS

Town Manager

Town Attorney

- [11.](#) Clarification on the Town's Regulation of Building Height

Public Works Director

Town Clerk

TOWN COUNCILMEMBER COMMENTS

Phillis Maniglia (Seat 1)

Laura Danowski (Seat 2)

Robert Shorr (Seat 4)

Vice Mayor Margaret Herzog (Seat 5)

Mayor Anita Kane (Seat 3)

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 out completely with your full name and address so that your comments can be entered correctly in the minutes and give 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 comment. Any person who decides to appeal any decision of the Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which included testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate should

contact the Town Clerk's Office (561-793-2418), at least 48 hours in advance to request such accommodation.



Town of Loxahatchee Groves

[155 "F" Road • Loxahatchee Groves, Florida 33470 • Telephone \(561\) 793-2418 • Fax \(561\) 793-2420](#)

TO: Francine Ramaglia, Town Manager
Town of Loxahatchee Groves

FROM: Jim Fleischmann
Town Planning Consultant

RE: 1742 A Road Specimen Tree Report

DATE: September 3, 2024

Christopher and Geraldine Walczak, Owners of the property located at 1742 Road, have received administrative acknowledgement of a Residential Vegetative Clearing Exemption request to remove non-native plant species and applied for approval of a Residential Vegetation Clearing Waiver to remove specified native trees on the property.

Faelan Stirling, Agent for the Owners, has worked diligently with staff to plan the proposed vegetation removal on the single-family residential development in a manner to preserve native trees to the maximum extent.

The Waiver Application includes the proposed removal of native Specimen trees, within a 50-foot radius around the proposed house pad and the ingress/egress driveway. The proposed waiver area is illustrated on Exhibit 1.

Per ULDC Section 87-035(C) (2) (i), Specimen trees are not subject to cutting, relocation, or mitigation without Town Council approval. To determine if Council approval is necessary, a native tree survey in the northwest area of the property was prepared by Southeast Soil and Environmental Services, Inc. The locations of native trees within the northwest survey area are illustrated on Exhibit 2.

Native Specimen tree species to be removed include one Laurel Oak and four Slash Pines. The following data, extracted from the survey, illustrates the locations of Specimen trees within the area of the proposed Waiver (i.e. house pad and driveway).

A. Native Specimen Trees Minimum Size (DBH) Criteria

Slash Pine = 14 inches; and Laurel Oak = 17 inches

B. Location of Native Specimen Trees within the Waiver area (Ref: Exhibit 2):

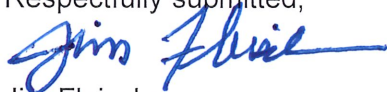
Total of 5. T26, T53, T54, T56, and T61.

C. Detail of Native Specimen Trees to be Removed:

Exhibit 2 Reference	Species	Diameter (DBH)
T26	Slash Pine	16 inches
T53	Slash Pine	21 inches
T54	Laurel Oak	22 inches
T56	Slash Pine	19 inches
T61	Slash Pine	18 inches

Removal of any additional native trees illustrated on Exhibit 2 will require a Vegetation Removal Permit (VRP) application, including a mitigation plan.

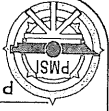
Respectfully submitted,



Jim Fleischmann
Town Planning Consultant

Attachments:

1. Survey illustrating the location of the Waiver area
2. Location of native trees in the northwest area of the property
3. Current aerial photograph and PAPA data of the property

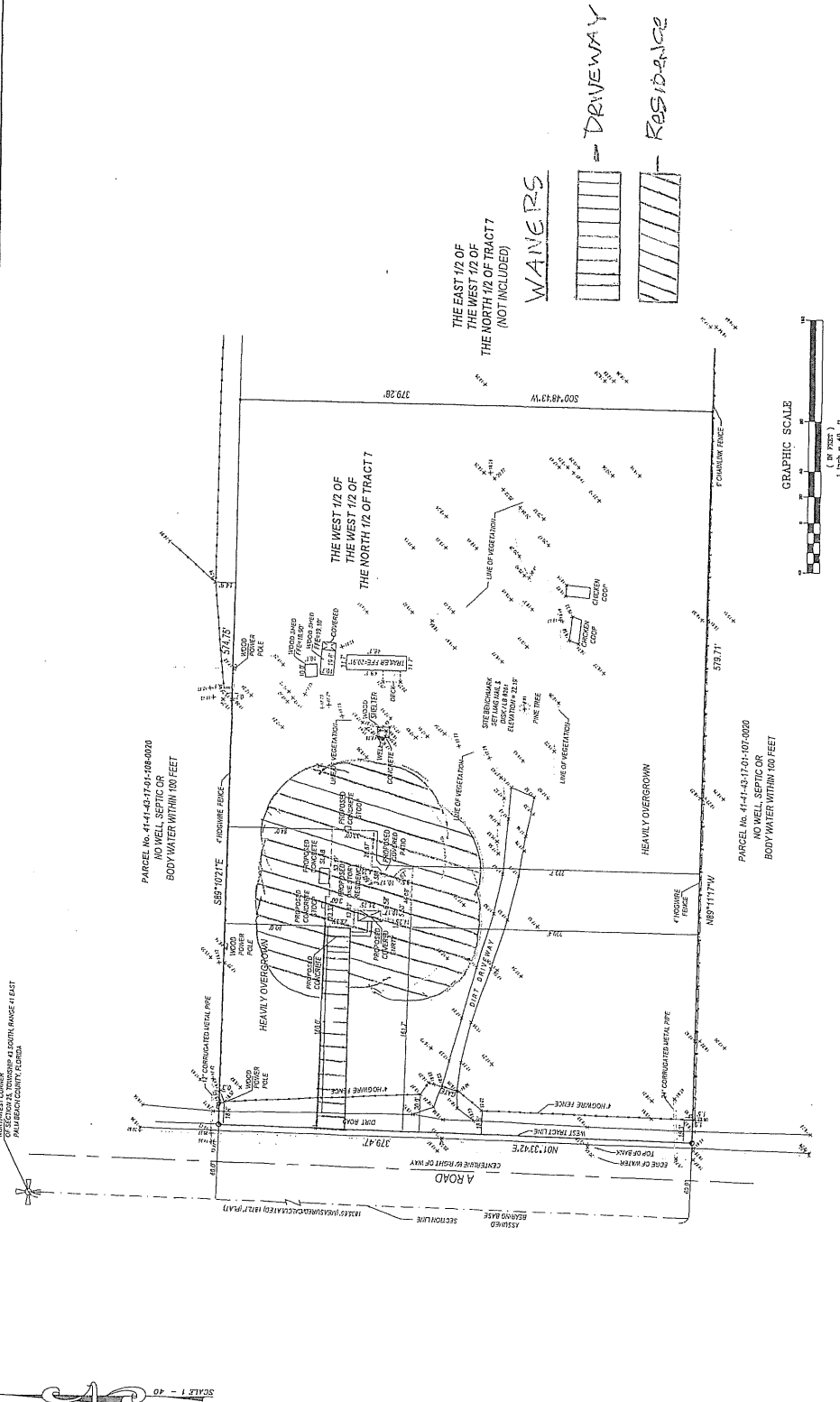


PRINCIPAL MERIDIAN
SURVEYING, Inc.
LICENSED BUSINESS No. 0261
4516 CAMBRIDGE STREET
WEST PALM BEACH, FL 33415
OFFICE 881-478-7784

BOUNDARY AND
TOPOGRAPHIC
SURVEY

PROFESSIONAL SURVEYOR
STATE OF FLORIDA
No. 12345
J. J. JONES

DATE	08/24/24
BY	JJJ
FIELD	08/24/24
PURPOSE	BOUNDARY SURVEY
JOB	23-004
DATE	08/24/24
BY	JJJ
FIELD	08/24/24
PURPOSE	BOUNDARY SURVEY
JOB	23-004



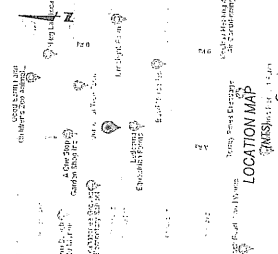
- SURVEY NOTES:**
1. I HEREBY CERTIFY THIS SURVEY MEETS STANDARDS OF PRACTICE SET FORTH IN RULE 541.009-055 OF THE FLORIDA ADMINISTRATIVE CODE ADOPTED BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS, PURSUANT TO CHAPTER 472.001 OF THE FLORIDA STATUTES.
 2. THIS SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE FLORIDA SURVEYING AND MAPPING ACT, CHAPTER 472, F.S.
 3. UNDERGROUND OR OBSCURED IMPROVEMENTS WERE NOT LOCATED.
 4. THIS FIRM'S CERTIFICATE OF AUTHORIZATION NUMBER IS 18 851.
 5. THE DATE OF THIS SURVEY IS OCTOBER 3, 2017.
 6. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN PERMISSION OF THE SURVEYOR.
 7. THIS SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF THE SURVEYOR.
 8. SURVEY SUBJECT TO RESERVATION, RESTRICTIONS, EASEMENTS AND RIGHTS-OF-WAY OF RECORD, UNLESS A TITLE REFUSAL, COUNTERSUIT, POLICY, OR OTHERSHIP AND ENCUMBRANCE REVIEW IS PRESENT ON THE FACE OF THIS DOCUMENT, THIS SURVEY HAS BEEN COMPLETED IN THE ASSURANCE OF A LOCATION MAP IS OBTAINED FROM ONLINE MAPPING SITES AND ADDED ONLY BY APPROXIMATE.
 9. ELEVATIONS SHOWN HEREON ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988 (NAV88).

PROPERTY ADDRESS:
LOVATON GROVES, FL 33470
FLAT 100, 12, PAGE 2 IN THE PUBLIC RECORDS IN PALM BEACH COUNTY, FLORIDA.
DATE: OCTOBER 3, 2017

CERTIFIED TO:
AND/OR ASSIGNS AS THEIR INTERESTS MAY APPEAR
1. RICCO FALCONEO, GUY RSP, ITS SUCCESSORS
2. GUY RSP, ITS SUCCESSORS
3. GUY RSP, ITS SUCCESSORS
4. GUY RSP, ITS SUCCESSORS
5. WESTCOAST TITLE INSURANCE COMPANY

LEGAL DESCRIPTION:
THE WEST 1/4 OF THE NORTH 1/2 OF TRACT 7, BEING 1.00 ACRES, MORE OR LESS, AS SHOWN ON THE PLAT BOOK 12, PAGE 2 IN THE PUBLIC RECORDS IN PALM BEACH COUNTY, FLORIDA.

EXHIBIT 1 - LOCATION OF PROPOSED WAIVERS



50-155 FT
 1 ← 50' → 1

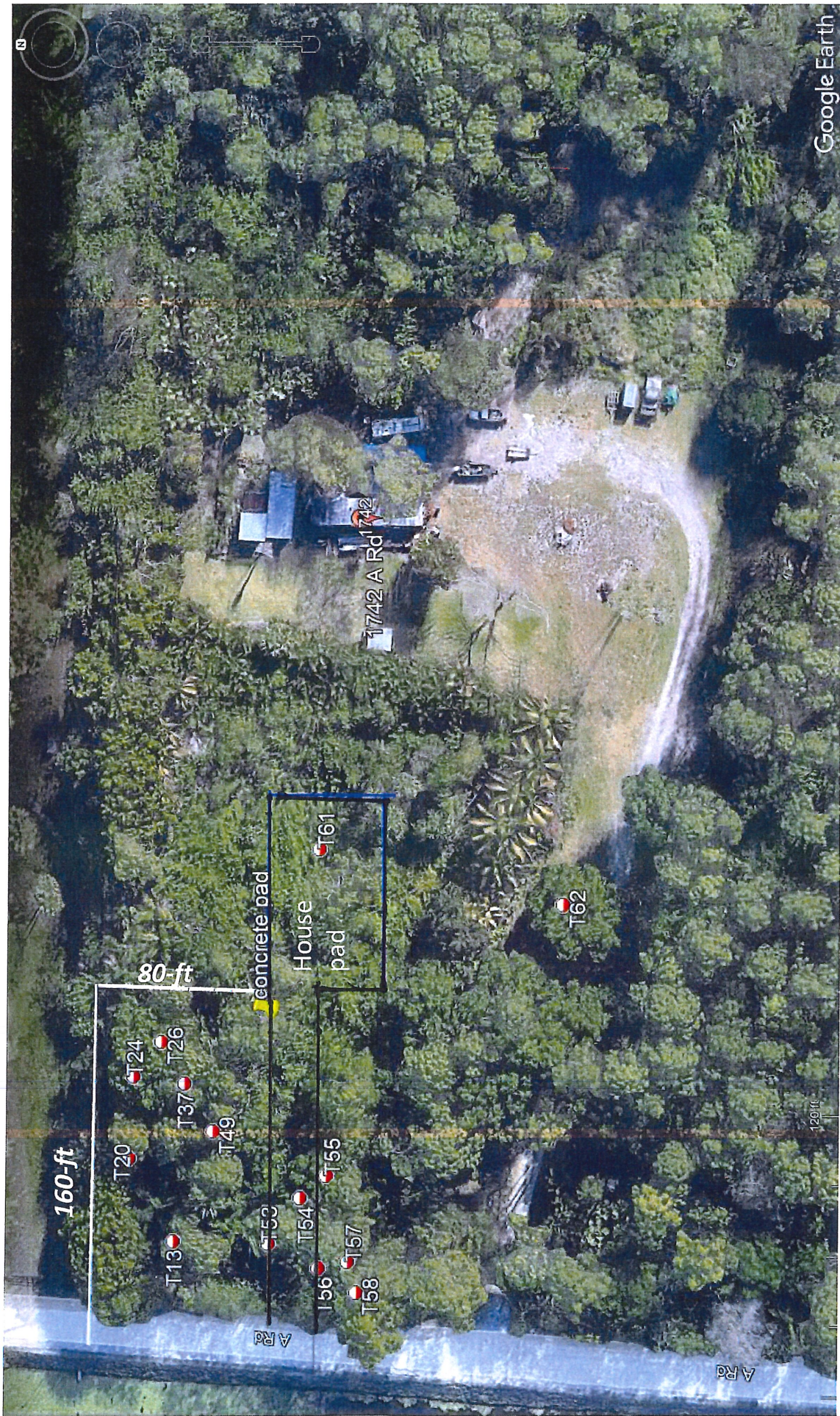
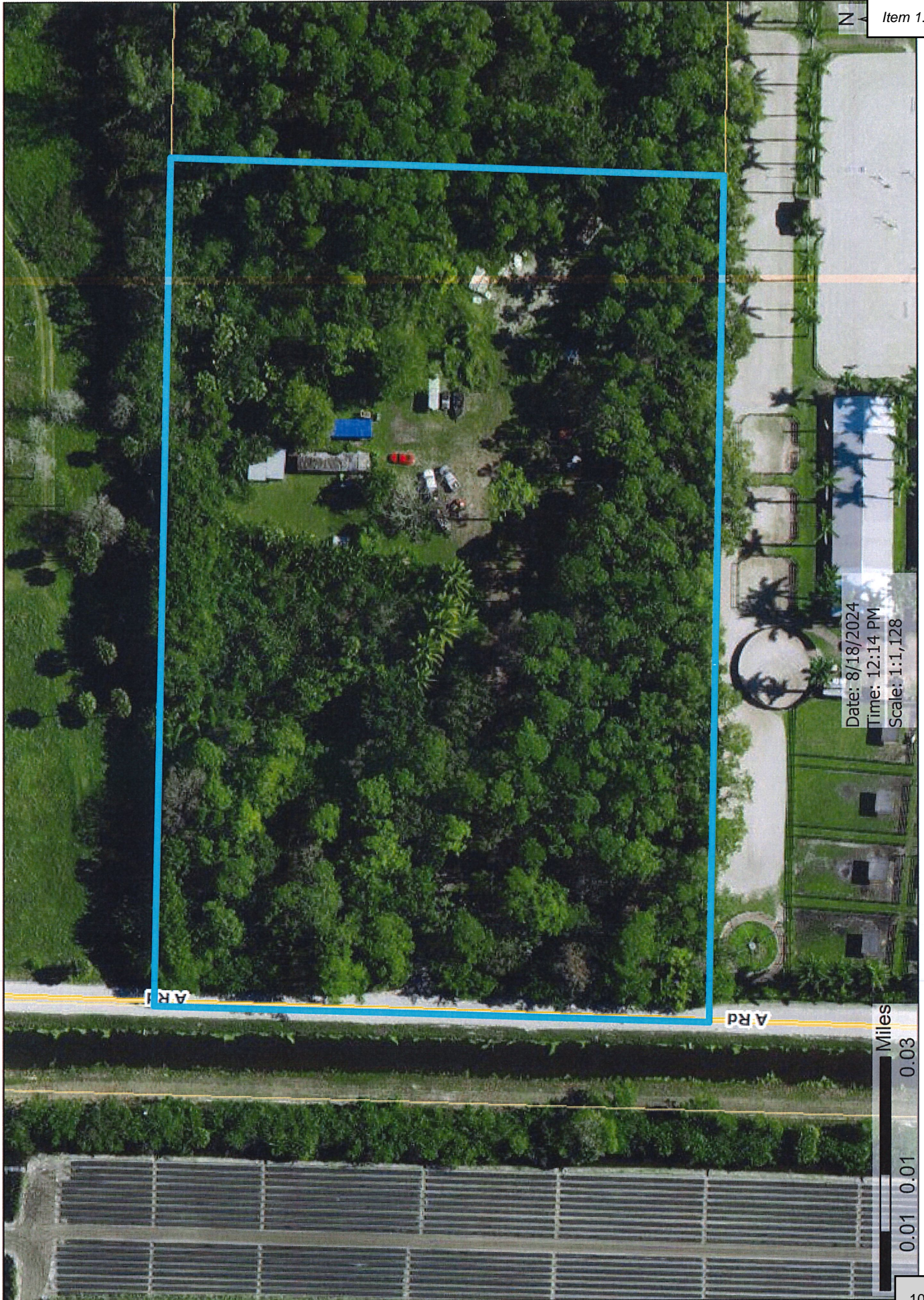


EXHIBIT 2 – LOCATION OF NATIVE TREES IN THE NORTHWEST SURVEY AREA

1742 A Road



Date: 8/18/2024
Time: 12:14 PM
Scale: 1:1,128

Item 1.

Miles
0.01 0.01 0.03

Property Detail

Location Address : 1742 A RD
Municipality : LOXAHATCHEE GROVES
Parcel Control Number : 41-41-43-17-01-107-0030
Subdivision : LOXAHATCHEE GROVES IN
Official Records Book/Page : 33922 / 1102
Sale Date : OCT-2022
Legal Description : LOXAHATCHEE GROVES W 1/2 OF N 1/2 OF TR 7 BLK A

Owner Information

Owner(s)	Mailing Address
WALCZAK CHRISTOPHER T	11064 ORANGE GROVE BLVD
WALCZAK GERALDINE S &	ROYAL PALM BEACH FL 33411 9194

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
OCT-2022	\$10	33922 / 01102	QUIT CLAIM	WALCZAK GERALDINE S &
APR-1998	\$100	10424 / 00202	QUIT CLAIM	WALCZAK KENNETH M & GERALDINE
APR-1998	\$66,300	10424 / 00200	WARRANTY DEED	WALCZAK KENNETH M & GERALDINE
NOV-1989	\$100	06275 / 01939	QUIT CLAIM	

Exemption Information

No Exemption Information Available.

Property Information

Number of Units : 1
***Total Square Feet :** 720
Acres : 5
Property Use Code : 0100—SINGLE FAMILY
Zoning : AR—AGRICULTURAL RESIDENTIAL (41-LOXAHATCHEE GROVES)

Appraisals

Tax Year	2023	2022	2021	2020	2019
Improvement Value	\$9,577	\$8,267	\$7,044	\$7,044	\$7,044
Land Value	\$387,500	\$351,900	\$265,000	\$264,000	\$240,000
Total Market Value	\$397,077	\$360,167	\$272,044	\$271,044	\$247,044

Assessed and Taxable Values

Tax Year	2023	2022	2021	2020	2019
Assessed Value	\$266,540	\$242,309	\$220,281	\$200,255	\$115,050
Exemption Amount	\$0	\$0	\$0	\$0	\$0
Taxable Value	\$266,540	\$242,309	\$220,281	\$200,255	\$115,050

Taxes

Tax Year	2023	2022	2021	2020	2019
AD VALOREM	\$6,019	\$5,575	\$4,843	\$4,609	\$2,853
NON AD VALOREM	\$1,620	\$1,615	\$1,659	\$1,655	\$1,657
TOTAL TAX	\$7,639	\$7,190	\$6,502	\$6,264	\$4,510

Dorothy Jacks, CFA, AAS PALM BEACH COUNTY PROPERTY APPRAISER www.pbcpao.gov

TOWN OF LOXAHATCHEE GROVES**RESOLUTION NO. 2024-62****A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA APPROVING REMOVAL OF SPECIMEN TREES; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Town Council of the Town of Loxahatchee Groves desires to protect the tree canopy throughout the Town; and

WHEREAS, Geraldine and Christopher Walczak (Owners) own property within the Town located at 1742 A Road (Property); and

WHEREAS, the Owners desire to remove five (5) native specimen trees (four Slash Pines and one Laurel Oak) from the Property in accordance with the associated Residential Vegetation Clearing Waiver Approval Application; and

WHEREAS, pursuant to Section 87-035 of the Town's Unified Land Development Code, cutting, relocation and mitigation of specimen trees must be approved by the Town Council.

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 upon adoption hereof.

Section 2. The Town Council hereby approves removal of five (5) native specimen trees on the Property identified for removal in the associated Residential Vegetation Clearing Waiver Approval Application.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5. This Resolution shall become effective upon its adoption.

THE REMAINDER OF THIS PAGE IS LEFT BLANK

Councilmember _____ offered the foregoing resolution. Councilmember _____ seconded the motion.

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS 3rd DAY OF SEPTEMBER 2024.

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

ATTEST:

Voted:
Mayor Anita Kane, Seat 3

Town Clerk

Voted:
Vice Mayor Margaret Herzog, Seat 5

APPROVED AS TO LEGAL FORM:

Voted:
Councilmember Phillis Maniglia, Seat 1

Office of the Town Attorney

Voted:
Councilmember Laura Danowski, Seat 2

Voted:
Councilmember Robert Shorr, Seat 4

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



AGENDA MEMO

TO: TOWN COUNCIL

FROM: FRANCINE L. RAMAGLIA, CPA, AICP, ICMA-CM, TOWN MANAGER

DATE: SEPTEMBER 18, 2024

SUBJECT: RESOLUTION NO. 2024-67 – APPROVAL OF NATIONAL AND STATE DATES OF SPECIFIC RECOGNITION, SPECIAL EVENTS, AND SPONSORSHIPS FOR THE FISCAL YEAR 2024-25.

Background

Resolution 2024-67 seeks approval for the Town of Loxahatchee Groves to engage in charitable contributions and community events for the 2024-2025 fiscal year. The recognized dates and events align with the Town Council's commitment to supporting local government, Sunshine Laws, transparency, civility, and the volunteer spirit, which reflect the core values of the Town of Loxahatchee Groves. In accordance with Section 9(3) of the Town Charter, Town Council authorization is required for any charitable contributions. This resolution aims to enhance community engagement and involvement through sponsorships and town events that resonate with these values.

The resolution proposes sponsorships for Loxahatchee Groves Elementary PTO and the Loxahatchee Groves Scholarship Fund; Specific Recognition of Florida City Government Week and National Civility Day; and Town events such as Veteran's Day Celebration and Family Fun Day with a total budget allocation not to exceed \$15,000 for all special events.

Recommendation

It is recommended that the Town Council adopt Resolution 2024-67. This resolution promotes civic engagement and community welfare by funding sponsorships and events that serve the public interest. Approval will enable the Town to continue its support for local initiatives and commemorate significant dates that align with the values of transparency, civility, and public service in Loxahatchee Groves.

RESOLUTION NO. 2024-67

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, RECOGNIZING CERTAIN DATES SUPPORTING LOCAL GOVERNMENT AND APPROVING ANNUAL SPONSORSHIPS AND EVENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 9(3) of the Charter of the Town of Loxahatchee Groves (“Town Charter”) requires the Town Council to approve any charitable contributions to be made by the Town; and

WHEREAS, the Town Council desires to make charitable contributions for the fiscal year; and

WHEREAS, the Town Council desires to celebrate certain recognized days in support of local government, sunshine laws, transparency, civility, and the volunteer spirit, which align with the values of the Town of Loxahatchee Groves.

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

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

Section 2. The Town Council of the Town of Loxahatchee Groves hereby approves the following sponsorships for the 2024-2025 fiscal year:

- Loxahatchee Groves Elementary School PTO – for the carnival and other events
 - Amount: \$ 500.00
- Loxahatchee Groves Scholarship
 - Amount: \$1,000.00

Section 3. The Town Council of the Town of Loxahatchee Groves hereby recognizes and celebrates the following National and State dates of specific recognition:

- Sunshine Day – A Day dedicated to promoting transparency in government, recognizing the importance of open meetings and the right of the public to access government records and proceedings. **March 16, 2024**
- National Volunteer Appreciation Day – A time to honor and thank the volunteers who selflessly give their time and talents to improve the community and positively impact the Town of Loxahatchee Groves. **April TBD**
- National Civility Day - A day to encourage and promote civility, respect, and courtesy in public discourse, celebrating the positive effects of civil engagement and mutual respect in building a stronger and more unified community. **August TBD**
- Florida City Government Week - A week dedicated to increasing public awareness about the importance of municipal government and the critical role it plays in the lives of Floridians, fostering greater civic engagement and community involvement. **October 21-27, 2024**

Section 4. The Town Council of the Town of Loxahatchee Groves hereby approves the following Town Special Events for the 2024-2025 fiscal year

- Family Fun Day/Chili Cook-off **TBD**
- Veteran’s Day Celebration **November 11, 2024**
- Holiday Gratitude Basket **December TBD**

Section 5. The Town Council of the Town of Loxahatchee Groves hereby approves the participation by the Town Council in the following events for the 2024-2025 fiscal year:

- Loxahatchee Groves Elementary School PTO carnival and other events
- Western Communities Holiday Parade

Section 6. The Town Council of Loxahatchee Groves hereby approves a total not to exceed a budget of \$15,000.00 for all Town Special Events.

Section 7. This Resolution shall become effective immediately upon its adoption.

Councilmember (INSERT NAME) offered the foregoing resolution. Council Member (INSERT NAME) seconded the motion.

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS 18th DAY OF SEPTEMBER 2024.

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

ATTEST:

Town Clerk

Voted:
Mayor Anita Kane, Seat 3

Voted:
Vice Mayor Margaret Herzog, Seat 5

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Voted:
Councilmember Phillis Maniglia, Seat 1

Voted:
Councilmember Laura Danowski, Seat 2

Voted:
Councilmember Robert Shorr, Seat 4

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470

**AGENDA MEMO**

TO: TOWN COUNCIL

FROM: FRANCINE L. RAMAGLIA, CPA, AICP, ICMA-CM, TOWN MANAGER

DATE: SEPTEMBER 18, 2024

SUBJECT: RESOLUTION NO. 2024-68 – APPROVAL OF PROPOSED PROCLAMATIONS FOR FISCAL YEAR 2024-25

Background:

In line with this commitment, the Town Council has deemed it necessary to formalize the designation of specific days, weeks, and months to be annually recognized and proclaimed. This resolution aims to streamline the process of issuing proclamations, ensuring that the town consistently acknowledges important causes and events throughout the year.

Resolution 2024-68 establishes a comprehensive list of days, weeks, and months that the Town Council will annually recognize through proclamations. The designated periods include observances related to public safety, community service, environmental awareness, and civic engagement, among others. By adopting this resolution, the Town Council will reinforce its commitment to these causes, ensuring that they receive the attention and recognition they deserve within our community.

In addition to the proclamation designations, the Town will include these events on the official Town calendar. Furthermore, the corresponding organizations associated with each proclamation will receive the proclamations. This process will be carried out monthly, as outlined in the resolution.

Recommendation:

It is recommended that the Town Council adopt Resolution 2024-68, approving the designation of the specific days, weeks, and months as outlined in the resolution for annual proclamations. This action will enable the town to effectively and consistently honor these important causes and events, fostering a sense of community awareness and engagement.

RESOLUTION NO. 2024-68

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPROVING THE DESIGNATION OF CERTAIN DAYS, WEEKS, AND MONTHS FOR ANNUAL PROCLAMATIONS TO BE ISSUED BY THE TOWN COUNCIL; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE

WHEREAS, the Town Council of the Town of Loxahatchee Groves recognizes the importance of celebrating and raising awareness for various causes and contributions to the community; and

WHEREAS, the Town Council desires to designate specific days, weeks, and months to be recognized annually through proclamations issued by the Town Council; and

WHEREAS, the Town Council determined that scheduling and adopting such proclamations serves a valid public purpose.

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

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

Section 2. The Town Council hereby approves the following days, weeks, and months to be recognized and proclaimed annually by the Town Council:

JANUARY

- National Bird Day – January 5

FEBRUARY

- 2-1-1 Awareness Day – February 11-17
- National Future Farmers of America Week – February 15-22
- National Engineers Week – February 16-22

MARCH

- National Flood Awareness Week – March 6-10
- National Employee Appreciation Day – First Friday in March

- Sunshine Week – March 16-22

APRIL

- National Volunteer Appreciation Week – April 20-26
- Child Abuse Prevention Month – April
- National Arbor Day – Last Friday in April
- Earth Day – April 22

MAY

- Public Service Recognition Week – First Full Week of May
- Building Safety Month – May
- Older Americans Month – May
- Mental Health Awareness Month – May
- National Hurricane Preparedness Week – May 1-7
- Construction Safety Week – May 2-6
- National Municipal Clerks Week – May 4-10
- Agricultural Appreciation Day – May 18
- National Public Works Week – Third Week of May

JUNE

- National Homeownership Month – June
- Palm Beach County Veteran Services Officer Appreciation Month – June
- Code Enforcement Officer Appreciation Week – June 5-9

AUGUST

- Back to School Month – August
- National Civility Month – August

SEPTEMBER

- Emergency Preparedness Month – September
- Building and Code Staff Appreciation Day – September 1
- National Farm Safety and Health Week – September 15-21

OCTOBER

- Customer Service Week – October 7-11
- Fire Prevention Week – October 7-11
- Florida City Government Week – October 21-27
- Rural Education Day – October 31

NOVEMBER

- Hunger and Homelessness Awareness Week – November 12-20

DECEMBER

- National Safe Toys and Gifts Month – December
- National Farmers Day – December 23

Section 2. The Town Council authorizes the issuance of these proclamations annually for the approved days, weeks, and months as outlined in Section 1.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. If any section, sentence, clause, or phrase of this resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this resolution.

Section 5. This resolution shall take effect immediately upon its adoption.

Councilmember _____ offered the foregoing resolution. Councilmember _____ seconded the motion.

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE
GROVES, FLORIDA, THIS 18th DAY OF SEPTEMBER 2024.**

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

ATTEST:

Town Clerk

Voted:
Mayor Anita Kane, Seat 3

Voted:
Vice Mayor Margaret Herzog, Seat 5

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Voted:
Councilmember Phillis Maniglia, Seat 1

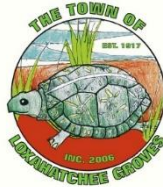
Voted:
Councilmember Laura Danowski, Seat 2

Voted:
Councilmember Robert Shorr, Seat 4

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470

Item 4.



AGENDA MEMO

TO: Town Council

FROM: Richard Gallant, E.I., Public Works Director

VIA: Francine Ramaglia, Town Manager

DATE: September 18, 2024

SUBJECT: Approval of *Resolution No. 2024-70* – Regarding Gas Tax Map and Mileage Amendments

I. BACKGROUND/HISTORY

Each year the Town must certify the official Gas Tax Map and Road Mileage from Palm Beach County. The objective is to provide Palm Beach County with the necessary feedback so that they can most accurately calculate the number of our municipally maintained lane-miles. The data is then forwarded to Tallahassee to determine the distribution of local option gas taxes to each municipality.

II. DISCUSSION

It is the Town's responsibility to check all of the roads within our boundaries for any discrepancies. Any comments or revisions must be documented and returned to the County by April 30th, 2025.

Town Management has received a request to remove a section of a road from the Gas Tax Map and Road Mileage Chart, and the Town's Public Works Director has verified the requested road segment. During his road audit of the roads, the Public Works Director has verified all of the road lengths for the remainder of the town using the recorded plat and separate instrument easements and deeds. The requested section of road and mileage to be removed is as follows:

1. **23rd Court North off E Rd** – Remove 113.44 feet in front of 13836 23rd Court North that is blocked by a gate.

The road section that is to be removed has been identified in Exhibit A. Removal of the proposed road segment reduces the road mileage for 23rd Court North off E Rd from 0.151 to 0.129 miles. The total number of lane miles that are proposed for removal from the Gas Tax Map and Road Mileage is **0.022 miles**.

III. FISCAL IMPACT

- There will be a decrease in the amount of local option gas tax that the Town will receive after the removal of lane-miles.

IV. ATTACHMENTS

- Exhibit A – Road Description and Map of section to be removed.
- Exhibit B – Town Road Gas Tax Mileage Chart

V. RECOMMENDED ACTION

Staff recommends the approval of ***Resolution No. 2024-70*** for the elimination of the documented road section from the Gas Tax Map and Town Road Mileage Chart.

EXHIBIT A

SECTION OF THE GAS TAX MAP IDENTIFYING THE LAST 113.44 FEET OF 23rd COURT NORTH.



TOWN OF LOXAHATCHEE GROVES

RESOLUTION NO. 2024-70

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA APPROVING AMENDMENTS TO THE GAS TAX MAP AND ROAD MILEAGE CHART; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town must certify the official Gas Tax Map and Road Mileage from Palm Beach County on an annual basis; and

WHEREAS, the data is used to determine the distribution of local option gas taxes to the Town; and

WHEREAS, the Town has received a request to remove a section of a road from the Gas Tax Map and Road Mileage Chart; and

WHEREAS, the road section requested to be removed is currently blocked by a gate and not being maintained by the Town; and

WHEREAS, the Town Council has determined that amending the Gas Tax Map and Road Mileage Chart as identified herein serves a valid public purpose.

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 upon adoption hereof.

Section 2. The Town Council approves amending the Gas Tax Map and Road Mileage Chart to remove 113.44 feet at the easterly maintained limit of **23rd Court North off E Rd**, in front of 13836 23rd Court North, as depicted in Exhibit “A”, attached hereto and incorporated herein. Removal of the proposed road segment reduces the road mileage for 23rd Court North off E Rd **from 0.151 to 0.129 miles**. The total number of lane-miles that are proposed for removal from the Gas Tax Map and Road Mileage is **0.022 miles**.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 5. This Resolution shall become effective upon adoption.

Councilmember (INSERT NAME) offered the foregoing resolution. Council Member (INSERT NAME) seconded the motion.

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES,
FLORIDA, THIS 18th DAY OF SEPTEMBER, 2024.**

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

ATTEST:

Town Clerk

Voted:
Mayor Anita Kane, Seat 3

Voted:
Vice Mayor Margaret Herzog, Seat 5

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Voted:
Councilmember Phillis Maniglia, Seat 1

Voted:
Councilmember Laura Danowski, Seat 2

Voted:
Councilmember Robert Shorr, Seat 4

Town Road Mileage Chart HISTORY

TOWN ROAD NAME	Road Mileage 2024	Paved	Unpaved
A ROAD (Okee Blvd to North Road)	1.995	1.995	
A ROAD (Okee Blvd to Collecting Canal	1.218		1.218
B Road (Southern to North Road)	3.572	3.06	0.512
C ROAD (Collecting to North Road)	3.606	3.606	
C ROAD (Collecting to Southern)	0.372		0.372
D ROAD NORTH (Okee to North Road)	1.982	1.982	
D Road SOUTH (Okke to Southern)	1.63	1.63	
E ROAD (Collecting Canal to North Road)	3.626	3.368	0.258
E ROAD (6th Court N to Southern Blvd)	0.41		0.41
F ROAD (Southern to Lower North Road)	2.626	2.626	
G ROAD (West)	0.489	0.348	0.141
G ROAD (East - Platted as H Rd)	0.477		0.477
NORTH ROAD (Upper)	1.98	1.98	
NORTH ROAD (Lower)	1.5		1.5
COLLECTING CANAL ROAD (Aprons to C Road)	0		
COLLECTING CANAL ROAD (A Road to Folsom)	3.112	2.692	0.42
10TH PLACE NORTH (Off B Rd)	0		
11TH LANE NORTH (Off F Rd) Removed 2014	0		0
11TH TERRACE (Off D Rd)	0.211		0.211
12TH PLACE NORTH (Off F Rd)	0.369		0.369
131ST TERRACE NORTH (Off Collecting Canal between F & Folsom)	0.133		0.133
13TH PLACE NORTH (Off F Rd)	0.274		0.274
13TH PLACE NORTH (Off Folsom) Removed 2014	0		
14TH PLACE NORTH (Off F Rd)	0.122		0.122
140TH STREET NORTH/CUT Thru/Sunspport	0		
143TH TRAIL (Off Collecting Canal Between D & E)	0		
145th AVENUE NORTH (Off North Rd)	0.25	0.25	
147TH AVENUE NORTH (Off North Rd Between C & D)	0.128		0.128
147TH DRIVE NORTH (Off C Rd and 22nd Rd N)	0		
148TH TERRACE NORTH (Off North Rd Between C & D)	0.334		0.334
149TH AVENUE NORTH (Driveway for 14993 North Rd)	0		
152ND WAY NORTH (Off North Rd Between B & C)	0		
160TH STREET NORTH (North of A Rd)	0.379	0.379	
161ST TERRACE NORTH (Off Lakeside Dr)	1.817		1.817
17TH ROAD NORTH (Off W C Rd)	0.244		0.244
21ST ROAD NORTH (Off D Rd)	0.122		0.122
22ND COURT NORTH C (Possible Duplicate with 22nd Rd N off C)	0		
22ND ROAD NORTH (Off E Rd)	0.151		0.151
22ND ROAD NORTH (Off F RD)	0.183		0.183
22ND ROAD NORTH (Off C Rd)	0.244	0.244	
23RD COURT NORTH (Off E Rd)	0.151		0.151
24TH CIRCLE NORTH C Rd)	0.059		0.059
24TH COURT NORTH (Unknown Cross Street)			
24TH COURT NORTH (Off C RD)	0.189		0.189
24TH COURT NORTH (E. Off F RD)	0.384		0.384

Town Road Mileage Chart HISTORY

TOWN ROAD NAME	Road Mileage 2024	Paved	Unpaved
24TH COURT NORTH (W. Off F Rd.)	0.248		0.248
24TH COURT NORTH (Off E Rd)	0.183		0.183
25TH STREET NORTH (G Square)	0.4819	0.08	0.4019
25TH PLACE NORTH (Off D Rd)	0.122		0.122
25TH PLACE NORTH (Off C Rd)	0.122		0.122
27TH LANE NORTH (Off D Rd) Removed 2014	0		
28TH LANE NORTH (Off C Rd)	0		
30TH COURT NORTH B (Can't Find)	0		
30TH COURT NORTH (Off D Rd) Removed 2014	0		0
34TH PLACE NORTH (Off D Rd)	0.183		0.183
35TH PLACE NORTH (Off E Rd)	0.122		0.122
40TH STREET NORTH (SEE CANAL MAINT RD) (140th to Sunsport)	0.15		0.15
40TH STREET NORTH (145th Ave N to C Rd)	0.623		0.623
40TH STREET NORTH (152nd Way N to A Rd)	0.727		0.727
41ST ROAD NORTH (Actually 41st Ct N off Global)	0.62		0.62
42ND ROAD NORTH (Off Global)	0.125		0.125
42ND STREET NORTH (160TH)	0.22		0.22
42ND TRAIL NORTH (Global) (Can't Find)	0		0
43RD ROAD NORTH (GLOBAL) East	0.62		0.62
43th ROAD NORTH (GLOBAL) West	0.62		0.62
43RD ROAD NORTH (Off 145th Ave N)	0.343	0.343	
43RD ROAD NORTH (Off 145th Ave N - Larry Bypass)	0.188	0.188	
44TH STREET NORTH (160TH)	0.22		0.22
8TH PLACE NORTH (Off CC West of D Rd Removed by letter 4/4/2017)			
APRIL DRIVE (Off C Rd)	0.16		0.16
BIDDIX ROAD (Off E Rd)	0.184		0.184
BRYAN ROAD	0.734	0.734	
BUNNY LANE (Off D Rd)	0.244		0.244
CANAL MAINTENANCE RD (40TH ST N./CutThru)			
(WILSON) CASEY ROAD	0.732		0.732
CITRUS DRIVE	0.264		0.264
COMPTON ROAD	0.733	0.733	
EAST CITRUS DRIVE	0.481		0.481
EDITH ROAD	0.244		0.244
FARLEY ROAD	0.244		0.244
FERRIS LANE (Off B Rd) Removed by letter 4/4/2017	0		0
FLAMINGO DRIVE	0.151	0.151	
FOLSOM ROAD	0.487	0.257	0.23
FOREST LANE (Off W C Rd)	0.226		0.226
FORTNER DRIVE (Off C Rd) Removed 2014	0		
FORTNER DRIVE (Off B Rd)	0		
FOX TRAIL	0.244		0.244
GLOBAL TRAIL (Off North Rd)	0.5		0.5
GREAT DANE LANE Removed 2014	0		0
GRUBER LANE	0.489		0.489

Town Road Mileage Chart HISTORY

TOWN ROAD NAME	Road Mileage 2024	Paved	Unpaved
HYDE PARK ROAD (Off Collecting Canal between E & F)	0.546		0.546
IAN TRAIL	0.375		0.375
JEWEL LANE (Off Okeechobee Blvd)	0.083		0.083
KAREN LANE (AKA Thomas Ct Off C Rd)	0.147		0.147
KAZEE ROAD	0.421		0.421
KERRY LANE	0.384		0.384
LAKESIDE DR (Off A Rd Leads to 161st)	0.137		0.137
LOS ANGELES DRIVE (Off B Rd)	0.244	0.244	
LOXAHATCHEE AVENUE	0.177		0.177
MARCELLA BOULEVARD	0.723	0.723	
MARCH CIRCLE	0.183		0.183
MORROW COURT (Off B Rd)	0.122	0.082	0.04
ORANGE AVENUE	0.072		0.072
PADDLE FOOT ROAD (Driveway Off E Rd) Removed 2014	0		
PARADISE TRAIL	0.162	0.162	
PINEAPPLE DRIVE	0		
PERKINS DRIVE Removed 2014	0		
QUAIL ROAD (Off CC between F & Folsom) Removed 4/4/2017	0		
RACKLEY ROAD (Off Collecting Canal Between F & Folsom)	0.142		0.142
RAYMOND DRIVE	0.32	0.32	
ROBERTS WAY (Off W C Rd)	0.221		0.221
SALLY'S ALLEY	0		
SAN DIEGO DRIVE (Off B Rd)	0.244	0.244	
SCOTTS PLACE (Off W C Rd)	0.244		0.244
SHAMROCK DRIVE (Driveway Off B Rd)	0		
SIXTH COURT NORTH E (Between F Rd and Folsom)	0.723		0.723
SIXTH COURT NORTH W (Between D Rd & 14516 6th Ct N	0.181		0.181
SIXTH COURT NORTH (E Rd to F Rd)	0.481		0.481
SNAIL TRAIL	0.243		0.243
TANGERINE DRIVE (D Rd to E Rd)	0.49		0.49
TANGERINE DRIVE (D Rd West to End) Removed 2014	0.31		0.31
TEMPLE DRIVE	0.089		0.089
TIMBERLANE PLACE (Off W C Rd)	0		0
TRIPP ROAD	0.242	0.242	
VALENCIA DRIVE	0.125		0.125
WEST "B" ROAD (Between 3067 and 3345 B Rd)	0.343		0.343
WEST "C" ROAD (Between 17th Rd N and Scott Place)	0.608		0.608
WEST "D" ROAD (Between Bunny and Gruber)	0.383		0.383
WEST 'D' ROAD (Off Tangerine)	0.31		0.31
WEST 'F' ROAD (Included as Part of 12th Pl N)	0		0
WILLIAMS DRIVE (Off W C Rd)	0.225		0.225

TOWN ROAD TOTALS 56.074 28.663 27.411

DISTRICT ROAD TOTALS _____

Town Road Mileage Chart HISTORY

TOWN ROAD NAME	Road Mileage 2024	Paved	Unpaved
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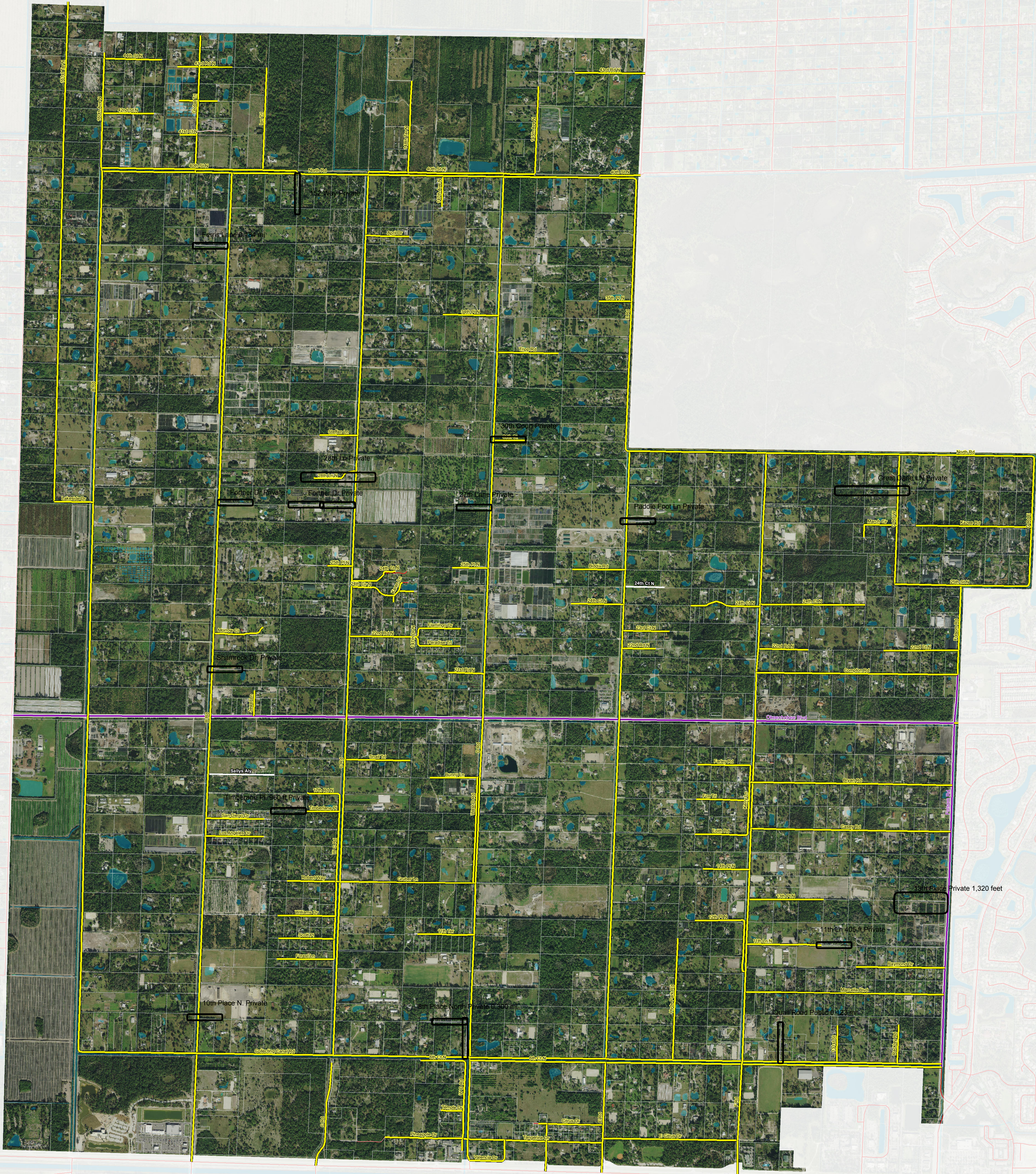
TOTAL ROAD MILES 56.074
REPORTED TO STATE

REPORTED

Difference

NOTES:

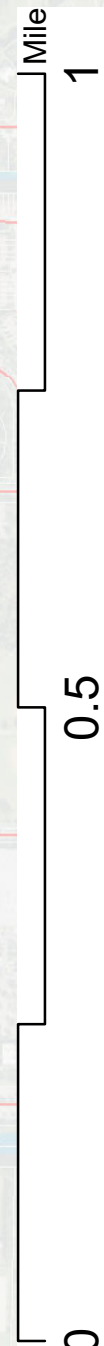
OIG & PBC has combined as Canal Maint/40th/CutThru
2017 Mileage is not reported until after 12/2016.



Town of LOXAHATCHEE GROVES

TOTAL MUNICIPAL LANE MILES
2019 = 112.850
2020 = 112.850

Legend	
Responsible Authority	
	Loxahatchee Groves Rds
	Palm Beach County Rds
	Private Rds
February 2020	





155 F Road Loxahatchee Groves, FL 33470

TO: Town Council of Town of Loxahatchee Groves

FROM: Francine Ramaglia, Town Manager

DATE: September 18, 2024

SUBJECT: Second Public Hearing for Adoption of the Fiscal Year 2024/2025 Millage Rate and the Fiscal Year 2024/2025 Budget

Background:

Florida Statutes Chapter 200.065 sets forth the procedures to follow for each local government in adoption of the annual property tax millage, levy, and budget. In accordance with these regulations, the millage rate is applied to the certified total taxable value of **\$605,888,138** to calculate the ad valorem revenue for the Fiscal Year 2024/2025 budget. The proposed millage rate of **3.0** mills is the same as it was in Fiscal Year 2023/2024 and a reduction of **1.0** mills from the preliminary TRIM rate adopted on July 2, 2024. Although the same rate as in the prior year, this proposed millage rate is **10.9 %** above the rollback rate of **2.7048** mills due to increases in taxable values. The proposed millage rate generates property tax revenues, after discounts, of **\$1,726,781** which is an increase of \$228,929, after discounts, from Fiscal Year 2023/2024 property tax revenues.

The proposed budget for all funds is \$8,551,254 (excluding transfers between all funds, except the Capital Improvement Fund) and maintains funding for existing levels of service. Council held budget workshops on August 13th, 20th, and 22nd, in addition FAAC meetings were held on August 14th and August 19th, to discuss the proposed operating and capital budgets. The Council passed Resolutions No. 2024-65 and No. 2024-66 approving the tentative millage rate of 3.0 mills and budget after first hearings on September 3, 2024.

This is the second public hearing on the proposed budget and the corresponding ad valorem millage rate in accordance with Florida Statutes Section 200.065. The second public hearing and adoption was advertised to be held on September 18, 2024.

Manager's Public Announcement as required by statute (if the proposed millage rate is above the rolled-back rate): "The tentatively adopted FY 2024/2025 operating millage rate of **3.0000** mills is greater than the rolled-back rate of **2.7048** mills by **10.9%**. Property Taxes will increase by 10.9%."

Public comment is invited on the proposed millage rate and budget.

Recommendations:

- Move to approve **Resolution No. 2024-72** adopting the millage rate for Fiscal Year 2024/2025, following the second Public Hearing on September 18, 2024.



155 F Road Loxahatchee Groves, FL 33470

- Move to approve ***Resolution No. 2024-73*** adopting the proposed Fiscal Year 2024/2025 budget, including balances brought forward and related fiscal policies, following the second Public Hearing on September 18, 2024.

TOWN OF LOXAHATCHEE GROVES

Item 5.

Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
GENERAL FUND		3 mills	3 mills	3 mills
<u>REVENUES</u>				
Taxes				
001-01-31-311-31000	<u>Ad Valorem Taxes</u>	\$ 1,291,263	\$ 1,502,208	\$ 1,727,000
001-01-31-314-31410	<u>Electric Utility Tax</u>	\$ 430,597	\$ 391,000	\$ 430,000
001-01-31-314-31440	<u>Gas Utility Tax Metered</u>	\$ -	\$ -	\$ -
001-01-31-314-31480	<u>Utility Service Tax- Propane</u>	\$ 9,812	\$ 11,000	\$ 16,000
001-01-31-315-31500	<u>Communication Services</u>	\$ 91,491	\$ 94,000	\$ 95,000
	Sub Totals	\$ 1,823,163	\$ 1,998,208	\$ 2,268,000
Licenses & Permits				
001-01-31-316-31600	<u>Local Business Tax</u>	\$ 65,085	\$ 100,000	\$ 100,000
001-01-32-323-32900	<u>Other Permits Fees and Special Assessments</u>	\$ -	\$ -	\$ -
001-01-32-329-32900	<u>Building Permits</u>	\$ 179,355	\$ 200,000	\$ 330,000
001-01-32-329-32901	<u>Other Permits</u>	\$ 8,007	\$ 60,000	\$ -
001-01-32-329-32902	<u>RV Registrations</u>	\$ 2,250	\$ -	\$ 20,000
001-01-32-329-32903	<u>Floodplain Development Permit</u>	\$ 11,866	\$ -	\$ 12,000
001-01-32-329-32906	<u>ROW Permits</u>	\$ -	\$ -	\$ 1,000
001-01-32-329-32904	<u>Water Use Permits</u>	\$ -	\$ -	\$ -
001-01-32-329-32940	<u>Watershed Permits</u>	\$ -	\$ -	\$ -
001-01-32-334-33450	<u>FEMA Reimbursements</u>	\$ -	\$ -	\$ -
001-01-34-341-34020	<u>Lien Searches</u>	\$ -	\$ -	\$ -
	Sub Totals	\$ 266,563	\$ 360,000	\$ 463,000
Franchise Fees				
001-01-32-323-32310	<u>FPL Franchise Fee</u>	\$ 367,748	\$ 310,000	\$ 330,000
001-01-32-323-30430	<u>Electric Utility Franchise</u>	\$ -	\$ -	\$ -
001-01-32-323-32330	<u>PBC Water Utility Franchise</u>	\$ 32,660	\$ 30,000	\$ 31,000
001-01-32-323-32360	<u>PBC Sewer Utility Franchise</u>	\$ 13,490	\$ -	\$ 13,000
001-01-32-323-32370	<u>Solid Waste Franchise</u>	\$ 228,445	\$ 190,000	\$ 225,000
001-01-32-323-32390	<u>Hauler's Franchise Fee</u>	\$ 7,126	\$ 6,800	\$ 10,000
	Sub Totals	\$ 649,469	\$ 536,800	\$ 609,000
Charges for Services				
001-01-34-341-34190	<u>Cost Recovery Fees</u>	\$ 197,401	\$ 210,000	\$ 223,000
001-01-34-341-34180	<u>Planning & Zoning Fees</u>	\$ -	\$ -	\$ 55,000
001-01-32-323-31900	<u>Other Gen Govt Charges and Fees</u>	\$ -	\$ -	\$ -
001-01-34-341-34000	<u>General Government Charges</u>	\$ 4,766	\$ 9,000	\$ 9,000
	Sub Totals	\$ 202,167	\$ 219,000	\$ 287,000
Intergovernmental				
001-01-33-334-50000	<u>State Grant Economic Env</u>			\$ -
001-01-33-335-35120	<u>Municipal Revenue Sharing</u>	\$ 90,591	\$ 86,000	\$ 84,700
001-01-33-335-35140	<u>Mobile Home License Tax</u>	\$ -	\$ -	\$ -
001-01-33-335-35150	<u>Alcoholic Beverage License Tax</u>	\$ 1,755	\$ 6,000	\$ 6,000
001-01-33-335-35180	<u>Half Cent Sales Tax</u>	\$ 348,757	\$ 330,000	\$ 334,600

TOWN OF LOXAHATCHEE GROVES

Item 5.

Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
001-01-33-338-33800	SHARED REVENUE FROM OTHER LOCAL			\$ -
	Sub Totals	\$ 441,103	\$ 422,000	\$ 425,300
Fines & Forefeitures				
001-01-35-351-35150	<u>Court Fines</u>	\$ -	\$ -	\$ 5,000
001-01-35-354-35400	<u>Code Enforcement Fines</u>	\$ 100,255	\$ 10,000	\$ 11,000
	Sub Totals	\$ 100,255	\$ 10,000	\$ 16,000
Investment Income				
001-01-36-361-36110	<u>Interest</u>	\$ 9,663	\$ 5,000	\$ 59,000
001-14-36-361-36110	<u>Interest fpr FMIVT</u>	\$ 5,154	\$ -	\$ -
	Sub Totals	\$ 14,817	\$ 5,000	\$ 59,000

TOWN OF LOXAHATCHEE GROVES

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Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
Miscellaneous				
	<u>Credit Card Surcharge</u>			\$ 10,000
001-01-36-369-36991	<u>Contributions & Donations - Private Sources</u>	\$ 1,000	\$ -	\$ -
001-01-32-329-32905	<u>Alarm Registration</u>	\$ -	\$ -	\$ 5,000
001-01-35-354-35401	<u>Alarm Violation</u>	\$ 6,551	\$ -	\$ -
001-01-35-354-35410	<u>Tree Mitigation</u>	\$ -	\$ -	\$ -
001-01-36-369-36990	<u>Other Miscellaneous Revenue</u>	\$ 7,102	\$ 1,000	\$ 1,000
	Sub Totals	\$ 14,653	\$ 1,000	\$ 16,000
Transfers				
001-01-32-341-34135	<u>Administrative Charge Dependent District</u>	\$ 172,500	\$ 172,500	\$ 172,500
001-01-38-381-38100	<u>Transfer from Fund Balance</u>	\$ -	\$ 506,059	\$ -
001-01-38-381-38135	<u>Transfer from CIP Fund</u>	\$ -	\$ -	\$ -
001-01-38-381-38145	<u>Transfer from Solid Waste Fund</u>	\$ -	\$ -	\$ -
	Sub Totals	\$ 172,500	\$ 678,559	\$ 172,500
	Total Revenues	\$ 3,684,690	\$ 4,230,568	\$ 4,315,800
		\$ -	\$ -	\$ -
				\$ -
<u>EXPENSES</u>				
Town Council				
001-10-51-512-51200	<u>Regular Salaries</u>	\$ 45,000	\$ 45,000	\$ 45,000
001-10-51-512-52100	<u>FICA & Medicare Taxes</u>	\$ 3,653	\$ 3,443	\$ 3,500
001-10-51-511-53100	<u>Professional Service-Lobbyist</u>	\$ 30,622	\$ 70,000	\$ 75,000
001-10-51-511-53101	<u>Town Council Legal Expense</u>			
001-10-51-511-54000	<u>Travel</u>	\$ 2,319	\$ 5,000	\$ 5,000
001-10-51-511-54900	<u>Other Operating Expenses</u>	\$ -	\$ -	\$ -
001-10-51-511-54990	<u>Other Current Charges - Council Reimbursement</u>	\$ -	\$ -	\$ -
001-10-51-511-55100	<u>Office Supplies</u>	\$ 465	\$ -	\$ -
001-10-51-511-55200	<u>Operating Supplies</u>	\$ 798	\$ -	\$ -
001-10-51-511-55400	<u>Books, Publications, Subscriptions</u>	\$ 4,268	\$ 5,000	\$ 5,000
001-10-51-511-55500	<u>Education & Training</u>	\$ -	\$ 3,000	\$ 3,000
001-10-51-511-58200	<u>Special Events/ Contributions</u>	\$ 16,604	\$ 10,000	\$ 10,000
	Sub Totals	\$ 103,729	\$ 141,443	\$ 146,500
Town Administration				
001-12-51-512-51200	<u>Regular Salaries</u>	\$ 472,930	\$ 518,013	\$ 535,000
001-12-51-512-51400	<u>Overtime</u>	\$ 6,234	\$ 17,500	\$ 5,000
001-12-51-512-51500	<u>Special Pay</u>	\$ -	\$ -	\$ -
001-12-51-512-52100	<u>FICA & Medicare Taxes</u>	\$ 40,261	\$ 39,628	\$ 41,300
001-12-51-512-52200	<u>Retirement FRS</u>	\$ 88,154	\$ 106,502	\$ 102,000
001-12-51-512-52201	<u>Investment Town Manager</u>	\$ -	\$ -	\$ -
001-12-51-512-52300	<u>Health and Life Insurance</u>	\$ 24,249	\$ 53,366	\$ 43,000
001-12-51-512-52400	<u>Worker's Compensation</u>	\$ 23,043	\$ 1,805	\$ 2,500
001-12-51-512-53400	<u>Other Services</u>	\$ 5,278	\$ 3,000	\$ 3,000
001-12-51-512-54000	<u>Travel</u>	\$ 6,038	\$ 9,000	\$ 5,000
001-12-51-512-54200	<u>Postage and Freight</u>	\$ 4,060	\$ 3,000	\$ 4,000
001-12-51-512-54900	<u>Other Operating Expenses (Misc.-Recording Fees)</u>	\$ 5,707	\$ 8,000	\$ 8,000

TOWN OF LOXAHATCHEE GROVES

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Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
001-12-51-512-54930	<u>Election Expense</u>	\$ 484	\$ 20,000	\$ 20,000
001-12-51-512-54960	<u>Legal Advertising</u>	\$ 9,457	\$ 5,000	\$ 6,000
001-12-51-512-55100	<u>Office Supplies</u>	\$ 19,254	\$ 10,000	\$ 10,000
001-12-51-512-55400	<u>Books, Publications, Subscriptions</u>	\$ 5,133	\$ 6,000	\$ 6,000
001-12-51-512-55500	<u>Education & Training</u>	\$ 4,294	\$ 4,000	\$ 5,000
001-14-51-513-53110	<u>Professional Service-Payroll Fees</u>	\$ 8,000	\$ 8,000	\$ 9,000
Sub Totals		\$ 714,576	\$ 812,814	\$ 804,800

TOWN OF LOXAHATCHEE GROVES

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Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
Financial Services				
001-14-51-513-53200	<u>Accounting & Internal Audit Services</u>	\$ 128,087	\$ 100,000	\$ 125,000
001-14-51-513-53300	<u>Independent Annual Audit Services</u>	\$ -	\$ 25,000	\$ 25,000
001-14-51-513-53460	<u>Other Services -</u>	\$ 302	\$ -	\$ -
001-32-51-519-54940	<u>Inspector General Office</u>	\$ -	\$ -	\$ -
001-14-51-513-54000	<u>Travel</u>	\$ -	\$ -	\$ -
001-14-51-513-54700	<u>Printing & Binding</u>	\$ -	\$ -	\$ -
001-14-51-513-54910	<u>Merchant Bank credit Charges</u>	\$ 10,910	\$ 10,000	\$ 10,000
001-14-51-513-54960	<u>Legal Advertising</u>	\$ -	\$ -	\$ -
001-14-51-513-55400	<u>Books, Publications, Subscriptions</u>	\$ 2,136	\$ -	\$ -
001-14-51-513-55500	<u>Education & Training</u>	\$ -	\$ -	\$ -
001-14-51-514-53110	<u>Professional Service- Paychex</u>	\$ -	\$ -	\$ -
	Sub Totals	\$ 141,435	\$ 135,000	\$ 160,000
Legal Services				
	<u>Regular Salaries</u>			\$ 195,000
	<u>Overtime</u>			
	<u>FICA Taxes</u>			\$ 14,918
	<u>Retirement FRS</u>			\$ 53,697
	<u>Health and Life Insurance</u>			\$ 29,239
	<u>Workers' Compensation</u>			\$ 1,000
	<u>Equipment</u>			\$ 2,500
	<u>Office Supplies</u>			\$ 1,250
	<u>Books, Publications, Subscriptions</u>			\$ 750
	<u>Education & Training</u>			\$ 2,500
	<u>Computer Research</u>			\$ 3,000
001-16-51-514-53100	<u>Professional Services-Legal</u>	\$ 308,062	\$ 175,000	\$ 56,000
001-16-51-514-53101	<u>Litigation</u>	\$ 84,843	\$ -	\$ -
	Sub Totals	\$ 392,905	\$ 175,000	\$ 359,854
Building				
001-18-51-519-51200	<u>Regular Salaries</u>		\$ 82,000	\$ 171,000
001-18-51-515-51400	<u>Overtime-Building</u>		\$ 1,500	\$ -
001-18-51-519-52100	<u>FICA Taxes</u>		\$ 6,388	\$ 13,000
001-18-51-519-52200	<u>Retirement FRS</u>		\$ 11,331	\$ 24,000
001-18-51-519-52300	<u>Health and Life Insurance</u>		\$ 9,319	\$ 25,000
001-18-51-519-52400	<u>Workers' Compensation</u>		\$ 134	\$ 8,000
001-20-51-515-53100	<u>Building & Zoning Professional Service</u>		\$ 65,000	\$ 90,000
001-18-51-518-53100	<u>Professional Service- Building Inspection Services</u>	\$ 153,089		\$ -
001-18-51-519-53400	<u>Engineering Services</u>	\$ -	\$ -	\$ -
001-18-51-519-54000	<u>Travel</u>	\$ -	\$ -	\$ 5,000
001-20-51-511-55200	<u>Building Office Supplies</u>	\$ -	\$ -	\$ 5,000
	<u>Books, Publications, Subscriptions</u>			\$ 3,000
	<u>Computer Services</u>			\$ 10,000
	<u>Building permit - zoning review</u>			\$ 20,000
	<u>Education & Training</u>			\$ 3,000
	Sub Totals	\$ 153,089	\$ 175,672	\$ 377,000
Planning				

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STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
001-20-51-515-53451	<u>Planner On Call</u>	\$ 4,501	\$ 10,000	\$ 25,000
001-20-51-515-53400	<u>Other Services-Planning Process</u>	\$ 30,078	\$ 4,000	\$ -
001-20-51-515-53420	<u>Comprehensive Plan/Rural Vista Guidelines</u>	\$ 29,086	\$ 30,000	\$ 30,000
001-20-51-515-53450	<u>Planning & Zoning Contract</u>	\$ 64,441	\$ 45,000	\$ 60,000
001-20-51-515-53490	<u>Cost Recovery Expenditure</u>	\$ 196,933	\$ 160,000	\$ 212,000
001-20-51-515-54960	<u>Legal Advertising</u>	\$ -	\$ 9,500	\$ 9,500
Sub Totals		\$ 325,039	\$ 258,500	\$ 336,500
Code Enforcement				
001-22-51-519-53150	<u>Special Magistrate</u>	\$ 26,075	\$ 25,000	\$ 25,000
001-22-51-519-53400	<u>Other Services - Code</u>	\$ 2,250		\$ 3,000
001-22-51-511-54100	<u>Legal Advertising</u>		\$ 5,000	\$ 5,000
001-22-51-519-53430	<u>Code Compliance</u>	\$ 22,623	\$ 3,000	\$ -
001-22-51-519-53100	<u>Professional Services-Legal</u>	\$ 128,389	\$ 75,000	
001-22-51-519-53101	<u>Professional Services-Expert Witness</u>			\$ 7,300
001-22-51-519-51200	<u>Regular Salaries</u>	\$ 45,419	\$ 91,780	\$ 112,000
001-22-51-519-51400	<u>Overtime</u>			
001-22-51-519-52100	<u>FICA Taxes</u>	\$ 3,508	\$ 7,021	\$ 9,000
001-22-51-519-52200	<u>Retirement FRS</u>	\$ 2,199	\$ 15,398	\$ 12,000
001-22-51-519-52300	<u>Health and Life Insurance</u>	\$ 1,299	\$ 15,060	\$ -
001-22-51-519-52400	<u>Workers' Compensation</u>		\$ 4,071	\$ 13,000
001-22-51-519-53110	<u>Professional Service-ADP</u>			\$ -
001-22-51-519-55210	<u>Fuel</u>			\$ 2,500
001-22-51-519-56400	<u>Machinery and Equipment</u>			
001-22-51-519-54680	<u>Vehicle Maintenance</u>			\$ 500
001-22-51-519-54000	<u>Travel</u>			\$ -
001-22-51-519-55500	<u>Education & Training</u>	\$ -	\$ 1,000	\$ 1,000
001-22-51-519-54440	<u>Rental and Leases - Equip, Storage, etc</u>			\$ -
Sub Totals		\$ 231,762	\$ 242,330	\$ 190,300
Communications & Technology				
001-10-51-511-54100	<u>Communication Services</u>			\$ -
001-12-51-511-54100	<u>Communication Services(Manager)</u>	\$ 25,454	\$ -	\$ -
001-12-51-512-54100	<u>Communication Services</u>	\$ -	\$ -	\$ -
001-14-51-513-54920	<u>Computer Services</u>	\$ 7,387	\$ -	\$ -
001-30-53-539-53400	<u>Other Services</u>	\$ 6,408	\$ -	\$ -
001-32-51-513-54920	<u>Other Current Charges -Computer Services (Hosting)</u>	\$ 40,852	\$ -	\$ -
001-32-51-519-54910	<u>Computer Hardware and Software</u>	\$ -	\$ 30,000	\$ -
001-31-51-519-54922	<u>Computer Subscription Services</u>			\$ 45,000
001-32-51-519-54920	<u>Computer Services</u>	\$ 43,287	\$ 30,000	\$ -
001-32-51-519-54109	<u>Computer Services, Node (0), Office 365</u>			\$ 30,000
001-31-51-519-54103	<u>Cellular Services</u>		\$ 7,500	\$ 7,500
001-31-51-519-54105	<u>Website Costs</u>		\$ 20,000	\$ 20,000
001-31-51-519-54107	<u>Internet Service</u>		\$ 12,000	\$ 12,000
Sub Totals		\$ 123,388	\$ 99,500	\$ 114,500
Public Safety				
001-26-52-521-53410	<u>Law Enforcement (PBSO)</u>	\$ 640,866	\$ 661,000	\$ 668,000
Sub Totals		\$ 640,866	\$ 661,000	\$ 668,000

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STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
Non-departmental				
001-32-51-519-51949	<u>Other Operating Expenses</u>			\$ -
001-24-51-524-52400	<u>Worker's Compensation</u>			
001-32-51-519-53400	<u>Other Services--Janitorial & Maintenance</u>	\$ 18,662	\$ 20,000	\$ 20,000
001-32-51-519-54300	<u>Utilities</u>	\$ 8,159	\$ 10,000	\$ 11,000
001-32-51-519-54440	<u>Rental and Leases - Equip, Storage, etc</u>	\$ 7,427	\$ 13,000	\$ 13,000
001-32-51-519-54500	<u>Insurance</u>	\$ 75,944	\$ 90,000	\$ 108,000
001-32-51-519-54600	<u>Repair and Maintenance - Building</u>	\$ 4,391	\$ 10,000	\$ 10,000
001-32-51-519-54700	<u>Printing & Binding</u>			\$ -
001-32-51-539-53400	<u>Other Services</u>	\$ 135	\$ -	
	Sub Totals	\$ 114,718	\$ 143,000	\$ 162,000
Other Agencies, Boards & Committees				
001-90-51-519-58220	<u>Loxahatchee Groves - CERT</u>		\$ 4,127	\$ -
001-32-51-519-58220	<u>Loxahatchee Groves - CERT</u>	\$ -	\$ -	\$ -
	Sub Totals	\$ -	\$ 4,127	\$ -
Capital Outlay				
001-90-51-519-56140	<u>Land</u>	\$ -	\$ -	\$ -
001-90-51-519-56200	<u>Capital Outlay - Buildings</u>	\$ -	\$ -	\$ -
	Sub Totals	\$ -	\$ -	\$ -
Contingency				
001-90-51-519-59990	<u>Contingency</u>			\$ -
	Sub Totals	\$ -	\$ -	\$ -

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STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
Transfers				
001-90-51-519-59101	<u>Transfer to Transportation Fund</u>	\$ -	\$ -	\$ -
001-90-51-519-59305	<u>Transfer to C.I.P Fund</u>			\$ -
001-90-58-581-59405	<u>Transfer to Solid Waste Fund</u>	\$ 135,365	\$ 118,000	\$ -
001-90-58-581-59000	<u>Transfer to Fund Balance</u>	\$ -	\$ 61,328	\$ -
001-90-58-581-59101	<u>Transfer to Transportation Fund</u>	\$ -	\$ -	\$ -
001-90-58-581-59103	<u>Transfer to L.O.S.T Fund</u>	\$ -	\$ -	\$ -
001-90-58-581-59104	<u>Transfer to Roads and Drainage</u>	\$ 264,000	\$ -	\$ 595,493
001-90-58-581-59305	<u>Transfer to C.I.P Fund</u>	\$ 416,754	\$ 1,202,853	\$ 394,000
Sub Totals		\$ 816,119	\$ 1,382,181	\$ 989,493
Total Expenses		\$ 3,757,626	\$ 4,230,567	\$ 4,308,947
NET SURPLUS/(DEFICIT)		\$ (72,936)	\$ -	\$ 6,853
				\$ -

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Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
101 - Transportation Fund				
<u>REVENUES</u>				
Intergovernmental				
101-01-31-312-34100	<u>1st Local option Fuel Tax (6c)</u>	\$ 278,595	\$ 278,836	\$ 268,000
101-01-31-312-34200	<u>2nd Local Option Fuel Tax(5c)</u>	\$ 126,718	\$ 127,550	\$ 128,000
101-01-33-335-33500	<u>FEMA</u>			
101-01-36-361-36110	<u>Interest</u>			\$ 4,000
	Sub Totals	\$ 405,313	\$ 406,386	\$ 400,000
Miscellaneous				
101-01-36-366-36991	<u>Contributions & Donations - Private Sources</u>			
	Sub Totals	\$ -	\$ -	\$ -
Transfers				
101-01-38-381-38100	<u>Transfer from Fund Balance</u>			
101-01-38-381-38110	<u>Contribution from General Fund</u>			
101-01-38-381-38135	<u>Transfer from CIP Fund</u>			
	Sub Totals	\$ -	\$ -	\$ -
Non-Revenues/Other Sources				
101-01-38-384-38410	<u>Debt Proceeds</u>			
	Sub Totals	\$ -	\$ -	\$ -
	Total Revenues	\$ 405,313	\$ 406,386	\$ 400,000
		\$ -		\$ -
				\$ -
<u>EXPENSES</u>				
Transportation				
101-40-54-541-54670	<u>Traffic Control Signs 6c</u>			
101-40-54-541-54680	<u>Town Roads Maintenance 6c</u>			
101-40-54-541-54690	<u>District Road Maintenance</u>			
	Sub Totals	\$ -	\$ -	\$ -
Capital Outlay				
101-40-54-541-56310	<u>Roads & Streets - New Construction - 5c</u>			
101-40-54-541-56312	<u>Special Projects</u>			
101-40-54-541-56320	<u>Roads & Streets - New Construction - 5c</u>			
	Sub Totals	\$ -	\$ -	\$ -
Debt Service				
101-40-54-541-57101	<u>Principal</u>			
101-40-54-541-57201	<u>Interest</u>			
101-40-54-541-57301	<u>Other Debt Service Costs</u>			
	Sub Totals	\$ -	\$ -	\$ -
Transfers				
101-40-58-581-59000	<u>Transfer to General Fund</u>			
101-40-58-581-59103	<u>Transfer to L.O.S.T fund</u>			
101-40-58-581-59105	<u>Transfer to Roads & Drainage Fund</u>	\$ 277,000	\$ 278,836	\$ 268,000
101-40-58-581-59305	<u>Transfer to C.I.P Fund</u>	\$ 225,337	\$ 127,550	\$ 132,000

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STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
101-40-58-581-59405	<u>Transfer to Solid Waste Fund</u>			
101-40-58-581-59935	<u>Transfer to Fund Balance 5c</u>			
101-40-58-581-59936	<u>Transfer to Fund Balance 6c</u>			
Sub Totals		\$ 502,337	\$ 406,386	\$ 400,000
Total Expenses		\$ 502,337	\$ 406,386	\$ 400,000
NET SURPLUS/(DEFICIT)		\$ (97,024)		\$ -
				\$ -

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STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
103 - Local Option Sales Tax (L.O.S.T) Fund				
				\$ -
<u>REVENUES</u>				
Intergovernmental				
103-01-31-312-31260	<u>Sales Tax Infrastructure</u>	\$ 330,728	\$ 334,000	\$ 329,800
103-01-36-361-36110	<u>Interest</u>			\$ 6,500
	Sub Totals	\$ 330,728	\$ 334,000	\$ 336,300
Transfers				
103-01-31-381-38100	<u>Transfer from Fund Balance</u>			\$ 47,000
	Sub Totals	\$ -	\$ -	\$ 47,000
103-14-36-361-36110	<u>Interest for FMIVT</u>			
	Total Revenues	\$ 330,728	\$ 334,000	\$ 383,300
				\$ -
<u>EXPENSES</u>				
Debt Service				
103-42-54-541-56130	<u>Roads, Streets & Drainage - New Construction</u>			
	Sub Totals	\$ -	\$ -	\$ -
Transfers				
103-40-58-581-59305	<u>Transfer to C.I.P Fund</u>	\$ 670,307	\$ 334,000	\$ 383,300
103-01-31-381-59000	<u>Transfer to Fund Balance</u>			
	Sub Totals	\$ 670,307	\$ 334,000	\$ 383,300
	Total Expenses	\$ 670,307	\$ 334,000	\$ 383,300
NET SURPLUS/(DEFICIT)		\$ (339,579)	\$ -	\$ -

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STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
105 - Roads & Drainage Fund				
<u>REVENUES</u>				
Assessments				
105-01-32-325-32510	<u>Other Assesments--Sod Farm</u>	\$ 5,115	\$ 30,000	\$ 30,000
105-01-32-325-32515	<u>Road Debt Assessment</u>			
105-01-32-325-32520	<u>Road and Canal Maintenance Assessment</u>	\$ 1,549,295	\$ 1,560,164	\$ 1,560,164
105-01-32-325-32522	<u>Discount Fees</u>	\$ (49,759)	\$ (62,407)	\$ (62,407)
105-01-32-325-32530	<u>Excess Fees - Maintence</u>			
	<u>ARPA</u>			
105-01-32-325-36990	<u>Other Assessments - PBCSB</u>	\$ -	\$ 3,000	\$ 3,000
	Sub Totals	\$ 1,504,651	\$ 1,530,757	\$ 1,530,757
Investment Income				
105-01-32-325-34600	<u>Investment Earnings Floridian</u>			
105-01-36-361-36110	<u>Interest-Assessments</u>			\$ 2,000
105-01-36-361-36111	<u>Interest</u>			\$ 16,250
105-01-36-361-36112	<u>Interest (PBC)</u>			
105-01-36-361-36113	<u>Interest (SunTrust)</u>			
105-01-36-361-36114	<u>Interest (Suntrust MM)</u>			
105-01-36-361-36115	<u>Interest (Bank United P)</u>			
105-01-36-361-36116	<u>Interest (Bank United NPF)</u>			
105-01-36-361-36117	<u>Interest (Floridian)</u>			
105-01-36-361-36118	<u>Interest (FCB MM)</u>			
	Sub Totals	\$ -	\$ -	\$ 18,250
Miscellaneous				
105-01-36-364-36400	<u>Sales - Equipment/Materials</u>			
105-01-33-330-33000	<u>Intergovernmental Revenue</u>			
105-01-36-369-36990	<u>Miscellaneous Revenue</u>	\$ 28,115	\$ 5,000	\$ 20,000
105-01-36-366-36991	<u>Contributions & Donations - Private Sources</u>			
	<u>USE OF ARPA FUNDS</u>			
	Sub Totals	\$ 28,115	\$ 5,000	\$ 20,000
Transfers				
105-01-38-381-38000	<u>Transfer from General Fund</u>			\$ 595,493
105-01-38-381-38111	<u>Transfer from Transportation Fund</u>	\$ 277,000	\$ 278,836	\$ 268,000
	<u>Transfer from fund Balance</u>		\$ 945,041	
	Sub Totals	\$ 277,000	\$ 1,223,877	\$ 863,493
Total Revenues		\$ 1,809,766	\$ 2,759,634	\$ 2,432,500

TOWN OF LOXAHATCHEE GROVES

Item 5.

Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

	FY 2023	FY 2024	FY 2025
	Audited	Amended	Proposed - as of 8/22
EXPENSES			\$ -
Physical Environment-Staffing			
105-50-53-538-51200 <u>Regular Salaries</u>	\$ 446,646	\$ 575,068	\$ 590,000
105-50-53-538-51400 <u>Overtime</u>	\$ 20,696	\$ 18,500	\$ 15,000
105-50-53-538-51500 <u>Special Pay</u>	\$ 3,656	\$ 6,000	\$ 4,000
105-50-53-538-51520 <u>Fringe Benefits</u>			
105-50-53-538-52100 <u>FICA Taxes & Medicare</u>	\$ 35,449	\$ 43,993	\$ 45,000
105-50-53-538-52200 <u>Retirement FRS</u>	\$ 75,908	\$ 134,192	\$ 101,000
105-50-53-538-52300 <u>Health and Life Insurance</u>	\$ 43,313	\$ 58,925	\$ 100,000
105-50-53-538-52400 <u>Worker's Compensation</u>	\$ 22,671	\$ 27,792	\$ 64,000
105-50-53-538-51201 <u>Salaries--Canal Bank Crew</u>		\$ 114,400	\$ 170,000
105-50-53-538-51401 <u>Overtime--Canal Bank Crew</u>		\$ -	\$ 10,000
<u>On call Pay - Canal Bank Crew</u>			\$ 2,000
105-50-53-538-52101 <u>FICA Taxes & Medicare--Canal Bank Crew</u>		\$ 8,751	\$ 13,000
105-50-53-538-52201 <u>Retirement FRS--Canal Bank Crew</u>		\$ 19,193	\$ 23,000
105-50-53-538-52301 <u>Health and Life Insurance--Canal Bank Crew</u>		\$ 12,604	\$ 37,000
105-50-53-538-52401 <u>Worker's Compensation--Canal Bank Crew</u>		\$ 8,995	\$ 19,000
Sub Totals	\$ 648,339	\$ 1,028,413	\$ 1,193,000
Physical Environment-Professional Services			
105-50-53-538-53100 <u>Professional Service - Engineering & Legal</u>			
105-50-53-538-53102 <u>Professional Service - Drug Test</u>	\$ 639	\$ 2,000	\$ 2,000
105-50-53-538-53105 <u>Professional Service- Land Surveying</u>			\$ -
105-50-53-538-53110 <u>Professional Service-Paychex</u>			\$ -
105-50-53-538-53160 <u>Professional Service - Legal</u>			\$ -
<u>Accounting & Internal Audit Services</u>			\$ -
105-50-53-538-53200 <u>Independent Annual Audit Services</u>	\$ 14,019	\$ 25,000	\$ 25,000
105-50-53-538-53400 <u>Canal bank maintenance, non-capital</u>	\$ 47,283	\$ 55,000	\$ 60,000
105-50-53-538-53480 <u>Other Services - PBC Admin Fee</u>	\$ (1,106)	\$ 15,602	\$ 16,000
105-50-54-541-53400 <u>Engineering</u>		\$ 40,000	\$ 50,000
Sub Totals	\$ 60,835	\$ 137,602	\$ 153,000
Physical Environment-O&M Canals			
105-50-53-538-53834 <u>Canal Maintence Service</u>			
105-50-53-538-54600 <u>Repair and Maintenance Service- Canal</u>	\$ 2,468		
105-50-53-538-54680 <u>Repair and Maintenance Svc -</u>	\$ 80,452	\$ 50,000	\$ 94,000
105-50-53-538-54970 <u>Other Current Charges - Permits</u>	\$ -	\$ -	\$ -
105-50-53-538-54980 <u>Other Current Charges - Miscellaneous</u>	\$ 2,389	\$ 2,000	\$ 10,000
105-50-53-538-55210 <u>Fuel</u>	\$ 37,458	\$ 47,276	\$ 50,000
105-50-53-538-55220 <u>Lubricants</u>	\$ 368	\$ 4,000	\$ -
105-50-53-538-56400 <u>Machinery and Equipment</u>	\$ 254,182	\$ -	\$ -
Sub Totals	\$ 377,317	\$ 103,276	\$ 154,000
Physical Environment-O&M Roads			
105-50-54-541-54670 <u>Traffic Control Signs</u>	\$ 6,005	\$ 28,996	\$ 70,000
105-50-54-541-54680 <u>Repair and Maintenance - Machinery</u>	\$ 42,093	\$ 40,000	\$ -
105-50-54-541-55200 <u>Operating Supplies</u>	\$ 23,305	\$ 17,323	\$ 25,000
105-50-54-541-55300 <u>Road Materials & Supplies</u>	\$ 17,040	\$ 15,000	\$ 25,000

TOWN OF LOXAHATCHEE GROVES

Item 5.

Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
105-50-54-541-55310	<u>Road Maintence and Service</u>	\$ 244,379	\$ 287,500	\$ 225,000
	<u>Sub Totals</u>	\$ 332,822	\$ 388,819	\$ 345,000
Communications & Technology				
105-50-53-538-54910	<u>Computer hardware & Software</u>	\$ 10,794	\$ 20,000	\$ 30,000
105-50-53-538-54100	<u>Communication Services</u>	\$ 24,725	\$ 24,000	\$ 25,000
	<u>Sub Totals</u>	\$ 35,519	\$ 44,000	\$ 55,000

TOWN OF LOXAHATCHEE GROVES

Item 5.

Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
Non-departmental				
105-50-53-538-54440	<u>Rental and Leases - Equip, Storage, etc</u>	\$ 106,757	\$ 303,000	\$ 235,000
105-50-54-541-54440	<u>Rental and Leases - Equip, Storage, etc</u>	\$ 15,835	\$ 12,333	\$ -
105-50-53-538-54700	<u>Printing & Binding</u>	\$ -	\$ -	\$ -
105-50-53-538-54900	<u>Other Current Charges</u>	\$ -	\$ -	\$ -
105-50-53-538-54901	<u>Indirect Cost Allocations</u>	\$ 172,500	\$ 172,500	\$ 172,500
105-50-53-538-54930	<u>Election Expense</u>	\$ -	\$ -	\$ -
105-50-53-538-54960	<u>Legal Advertising</u>	\$ -	\$ -	\$ -
105-50-53-538-54500	<u>Insurance</u>	\$ 63,215	\$ 60,000	\$ 75,000
105-50-53-538-54000	<u>Travel</u>			\$ -
105-50-53-538-54200	<u>Postage and Freight</u>	\$ 95	\$ -	\$ -
105-50-53-538-54300	<u>Utilities Services</u>	\$ 13,830	\$ 14,000	\$ 21,000
105-50-53-538-54990	<u>Bank Charges</u>	\$ 45	\$ -	\$ -
105-50-53-538-54999	<u>Closing Bank Accounts</u>	\$ -	\$ -	\$ -
105-50-53-538-55100	<u>Office Supplies</u>	\$ 5,001	\$ 1,000	\$ 2,000
105-50-53-538-55400	<u>Books, Publications, Subscriptions</u>	\$ 399	\$ 2,000	\$ 6,000
105-50-53-538-55500	<u>Training</u>	\$ 1,114	\$ 2,000	\$ 16,000
105-50-54-541-55500	<u>Education & Training</u>	\$ 275	\$ 1,000	\$ -
105-50-54-541-55400	<u>Books, Publications, Subscriptions</u>	\$ 1,361	\$ -	\$ -
	Sub Totals	\$ 380,427	\$ 567,833	\$ 527,500
Capital Outlay				
105-50-53-538-56100	<u>Right of Way Deed</u>			\$ -
	Sub Totals	\$ -	\$ -	\$ -
Debt Service				
105-50-53-538-57101	<u>Principal</u>	\$ 100,726	\$ -	\$ -
105-50-54-541-57101	<u>Principal</u>	\$ -	\$ -	\$ -
105-50-53-538-57200	<u>Loan Payment</u>	\$ -	\$ -	\$ -
105-50-53-538-57201	<u>Interest Expense</u>	\$ 3,721	\$ -	\$ -
105-50-54-541-57201	<u>Interest Expense</u>	\$ -	\$ -	\$ -
105-50-53-538-57210	<u>Loan Interest Expense</u>	\$ -	\$ -	\$ -
105-50-54-541-57301	<u>Other debt service costs</u>	\$ -	\$ 5,000	\$ 5,000
105-50-53-538-57220	<u>Capital Leases Principal</u>	\$ -	\$ -	\$ -
	Sub Totals	\$ 104,447	\$ 5,000	\$ 5,000
Transfers				
105-50-54-541-59000	<u>Transfer to Fund Balance</u>			
105-50-54-541-59001	<u>Transfer to CIP</u>	\$ -	\$ 484,691	\$ -
105-50-53-538-53891	<u>Transfer from Revenue</u>			
	Sub Totals	\$ -	\$ 484,691	\$ -
Total Expenses		\$ 1,939,706	\$ 2,759,634	\$ 2,432,500
NET SURPLUS/(DEFICIT)		\$ (129,940)	\$ -	\$ -
				\$ -

TOWN OF LOXAHATCHEE GROVES

Item 5.

Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
305 - Capital Improvement Project (C.I.P) Fund				
<u>REVENUES</u>				
Intergovernmental				
305-01-33-337-33700	<u>Local Gov't Unit Grant - Physical Environment</u>	\$ -	\$ 750,000	\$ 750,000
305-01-33-337-33701	<u>Resiliency Grant</u>	\$ 126,459	\$ 250,000	\$ -
	Sub Totals	\$ 126,459	\$ 250,000	\$ 750,000
Miscellaneous				
305-01-36-366-36991	<u>Contributions & Donations - Private Sources</u>			
	Sub Totals	\$ -	\$ -	\$ -
Transfers				
	<u>2024 Carryforward</u>			
305-01-38-381-38100	<u>Transfer from Fund Balance</u>	\$ -	\$ 664,549	\$ 420,000
305-01-38-381-38110	<u>Contribution from General Fund</u>	\$ 776,547	\$ 1,202,853	\$ 394,000
305-01-38-381-38111	<u>Contributions from Transportation Fund</u>	\$ 225,337	\$ 127,550	\$ 132,000
305-01-38-381-38112	<u>Contributions from Surtax Fund</u>	\$ 670,307	\$ 334,000	\$ 383,300
305-01-38-381-38113	<u>Contributions from ROAD AND DRAINAGE</u>			
305-01-33-337-33750	<u>USE OF ARPA FUNDS</u>			
	Sub Totals	\$ 1,672,191	\$ 2,328,952	\$ 1,329,300
	Total Revenues	\$ 1,798,650	\$ 2,578,952	\$ 2,079,300
<u>EXPENSES</u>				
Capital Outlay				
	Road Paving Plan (overlay program)			
	A South			\$ 363,688
	Collect Canal (A to B)			\$ 145,475
	E North (gap)			\$ 72,738
	Folsom (gap)			\$ 72,738
	West 25 Street (gap)			\$ 43,643
	G West			\$ 29,095
	Subtotal			\$ 727,375
	Road Rock Plan (rebuilding of road beds)			
	Collecting Canal			\$ 12,000
	A South			\$ 75,000
	Subtotal			\$ 87,000
	Stormwater/Roadway Drainage improvements			
	Specific Maintenance Projects			
	Pump House			\$ 10,000
	Gate Repair at 'A'			\$ 10,000
	Gate Repair at 'Folsom'			\$ 15,000
	SCADA & Telemetry			

TOWN OF LOXAHATCHEE GROVES

Item 5.

Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

	FY 2023	FY 2024	FY 2025
	Audited	Amended	Proposed - as of 8/22
Subtotal			\$ 35,000
Swales and Culverts			
Swales, Catch Basins and Other Control Structures			\$ 350,000
South E and Citrus Drainage System (without Tree removal)			\$ 25,000
Tangerine and Citrus Drainage System (without Tree removal)			\$ 25,000
Misc culvert failures/emergency repairs (5-7 culverts)			\$ 240,000
Subtotal			\$ 640,000
Specific Culverts			
Folsom & 25th St Culvert			\$ 80,000
Bunny Ln & D Rd Culvert			\$ 140,000
Kerry Ln & F Rd Culvert			\$ 140,000
Subtotal			\$ 360,000
Repair and Maintenance of Canals			
Canal Bank Stabilization			\$ 200,000
Subtotal			\$ 200,000
Trails System			
North Road Trail			\$ 20,000
Subtotal			\$ 20,000
Traffic Calming			\$ -
PW Building			\$ 10,000
Conversion of Town Hall to EOC			\$ -
Subtotal			\$ 10,000
Total Expenditures	\$ -	\$ -	\$ 2,079,375

TOWN OF LOXAHATCHEE GROVES

Item 5.

Proposed 2024-2025 Fiscal Year Budget (FY25) FY25 Budget Workbook: Version 1 for Budget Workshop TBD

STATEMENT OF REVENUES & EXPENDITURES BY FUND

		FY 2023	FY 2024	FY 2025
		Audited	Amended	Proposed - as of 8/22
405 - Solid Waste				
<u>REVENUES</u>				
Assessments				
405-01-32-325-32520	<u>Solid Waste Assessments</u>	\$ 603,886	\$ 604,400	\$ 676,800
405-01-32-325-32522	<u>Discount Fees</u>	\$ (19,233)	\$ (24,176)	\$ (27,000)
	Sub Totals	\$ 584,653	\$ 580,224	\$ 649,800
Intergovernmental				
405-01-33-331-33134	<u>FEMA</u>	\$ -	\$ -	\$ -
405-01-34-331-33134	<u>FEMA</u>	\$ -	\$ -	\$ -
405-01-34-343-34300	<u>SWA Recycling Income</u>	\$ -	\$ 500	\$ 500
	Sub Totals	\$ -	\$ 500	\$ 500
Investment Income				
405-01-36-361-36110	<u>Interest</u>	\$ 1,040	\$ 500	\$ 7,800
	Sub Totals	\$ 1,040	\$ 500	\$ 7,800
Transfers				
405-01-38-381-38100	<u>Transfer from Fund Balance</u>	\$ -	\$ -	\$ 61,900
405-01-38-381-38110	<u>Contribution from General Fund</u>	\$ 135,365	\$ 118,000	\$ -
405-01-38-381-38135	<u>Transfer from CIP Fund</u>	\$ -	\$ -	\$ -
	Sub Totals	\$ 135,365	\$ 118,000	\$ 61,900
	Total Revenues	\$ 721,058	\$ 699,224	\$ 720,000
		\$ -		\$ -
				\$ -
<u>EXPENSES</u>				
Solid Waste Collection				
405-70-53-534-53401	<u>Contractual Waste Oversight</u>	\$ -	\$ -	\$ -
405-70-53-534-53409	<u>Other Sanitation Service</u>	\$ 6,408	\$ 10,000	\$ 20,000
405-70-53-534-53440	<u>Other Services - Solid Waste Contractor</u>	\$ 708,666	\$ 682,804	\$ 692,000
	Sub Totals	\$ 715,074	\$ 692,804	\$ 712,000
Non-departmental				
405-70-53-534-53480	<u>PBC Admin Fee 1%</u>	\$ (999)	\$ 6,044	\$ 8,000
405-70-53-534-54200	<u>Postage and Freight</u>	\$ 36	\$ -	\$ -
405-70-53-534-54960	<u>Other Services - Legal Advertising</u>	\$ -	\$ -	\$ -
405-70-53-538-55200	<u>Operating Supplies</u>	\$ -	\$ -	\$ -
	Sub Totals	\$ (963)	\$ 6,044	\$ 8,000
Contingency				
405-70-53-534-59990	<u>Contingency</u>	\$ -	\$ -	\$ -
	Sub Totals	\$ -	\$ -	\$ -
Transfers				
405-70-58-581-59000	<u>Transfer to Fund Balance</u>	\$ -	\$ 376	\$ -
405-70-58-581-59001	<u>Transfer to General Fund</u>	\$ -	\$ -	\$ -
405-70-58-581-59101	<u>Transfer to Transportation Fund</u>	\$ -	\$ -	\$ -
405-70-58-581-59103	<u>Transfer to L.O.S.T Fund</u>	\$ -	\$ -	\$ -
405-70-58-581-59305	<u>Transfer to C.I.P Fund</u>	\$ -	\$ -	\$ -

Item 5.

\$ -

RESOLUTION NO. 2024-72

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ESTABLISHING AND ADOPTING THE FINAL MILLAGE FOR THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, PURSUANT TO THE BUDGET SUMMARY FOR THE FISCAL YEAR 2024-2025, IN ACCORDANCE WITH CHAPTER 200, FLORIDA STATUTES, AS AMENDED, PROVIDING FOR SEVERABILITY, CONFLICT, AND AN EFFECTIVE DATE.

WHEREAS, on September 3, 2024, the Town Council conducted a public hearing and adopted a tentative budget, which included the estimated expenses and revenues for the Town of Loxahatchee Groves, Florida (the "Town"), for the ensuing year, with detailed information, including revenues to be derived from sources other than ad valorem levy, and also containing certain recommendations as to the amounts necessary to be appropriate for funding the activities of the Town for the ensuing year; and

WHEREAS, pursuant to Chapter 200, Florida Statutes, as amended (the "Statute"), a method is prescribed for fixing the millage for the purpose of establishing the basis for the collection of said funds; and

WHEREAS, the Town, pursuant to Florida law, conducted a public hearing on September 3, 2024, and adopted Resolution No. 2024-66, which established the Town's tentative millage rate for the Fiscal Year 2024-2025 for the General Fund Budget at 3.00 mills, an increase of 10.9 % from the rolled-back rate of 2.7048 mills, and to set the second public hearing for adoption of the Town's millage rate for the Fiscal Year 2024-2025 for September 18, 2024.

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

Section 1. Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.

Section 2. The Town Council, pursuant to Florida law, conducted its first duly noticed public hearing to establish its proposed annual millage for the Fiscal Year 2024/2025 on September 3, 2024, at 6:30 p.m. at the Town Hall, in the Town of Loxahatchee Groves, Florida.

Section 3. The Town Council hereby sets its final millage rate for the Fiscal Year 2024/2025 at 3.00 mills, an increase of 10.9 % from the rolled-back millage rate of 2.7048 mills.

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

affect the validity of the remaining portions of this Resolution.

Section 5. All resolutions or parts of resolutions may conflict herewith are hereby repealed to the extent of such conflict.

Section 6. This Resolution shall become effective immediately upon its adoption.

Councilmember _____ offered the foregoing resolution. Councilmember _____ seconded the motion.

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE

GROVES, FLORIDA, THIS 18th DAY OF SEPTEMBER, 2024.

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

ATTEST:

Town Clerk

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Mayor Anita Kane, Seat 3

Vice Mayor Margaret Herzog, Seat 5

Councilmember Phillis Maniglia, Seat 1

Councilmember Laura Danowski, Seat 2

Councilmember Robert Shorr, Seat 4

TOWN OF LOXAHATCHEE GROVES

RESOLUTION NO. 2024-73

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ADOPTING A FINAL BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, a final budget has been prepared by the Town, estimating expenditures and revenues of the Town for the ensuing year, with detailed information, including revenues to be derived from sources other than ad valorem levy, and recommendations have been made as to the amount necessary to be appropriated for the ensuing year; and

WHEREAS, the preliminary millage and budget estimates, in conformity with the Town Charter, and applicable requirements of Florida law, have been filed with the Office of the Town Clerk and Palm Beach County Property Appraiser's Office, and have been open for inspection by the public, and

WHEREAS, a duly noticed first public hearing for the approval of a tentative budget for the Fiscal Year beginning October 1, 2024, was held on September 3, 2024, and the second public hearing for adoption of the Town's final budget for the Fiscal Year beginning October 1, 2024, was held on September 18, 2024.

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

Section 1. Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.

Section 2. The budget estimates, a copy of which are attached hereto and expressly made a part hereof as Exhibit "A", are hereby adopted as the Town's final Budget for the Fiscal Year beginning October 1, 2024.

Section 3. The sums incorporated by reference listed as operating and other uses or expenses of the respective funds and departments of the Town shall be, and the same hereby are, appropriated and shall be paid out of the revenues herein appropriated for the fiscal year.

Section 4. The sums incorporated by reference based upon estimates prepared by the Town Manager shall be, and the same hereby are, fixed and adopted as the budget for the operation of the Town government for the fiscal year.

Section 5. The Town Manager is hereby authorized and empowered to amend the budget on an as needed basis in order to correct typographical errors and omissions that are purely scrivener's errors.

Section 6. The Town adopts the provisions of Chapter 200, Florida Statutes, which

provide for the expenditures of monies for the fiscal year based upon the final budget approved by the Town Council.

Section 7. The fiscal year budget is automatically amended to re-appropriate encumbrances, outstanding contracts, capital outlay of project funds reserved or unexpended from Fiscal Year 2023-2024, said appropriation having been previously approved by the Town Council.

Section 8. Town Manager is hereby authorized and empowered to amend the budget to re-categorize general roll-over funds(s) into a more appropriate fund(s), so long as the general roll-over funds were actually dedicated in the Fiscal Year 2023-2024 budget.

Section 9. If any clause, section, or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered as eliminated and shall in no way affect the validity of the remaining portions of this Resolution.

Section 10. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 11. This Resolution shall become effective immediately upon its passage and adoption.

Councilmember _____ offered the foregoing resolution. Councilmember _____ seconded the motion.

ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE

GROVES, FLORIDA, THIS 18th DAY OF SEPTEMBER, 2024.

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

ATTEST:

Town Clerk

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Voted:
Mayor Anita Kane, Seat 3

Voted:
Vice Mayor Margaret Herzog, Seat 5

Voted:
Councilmember Phillis Maniglia, Seat 1

Voted:
Councilmember Laura Danowski, Seat 2

Voted:
Councilmember Robert Shorr, Seat 4

BUDGET SUMMARY

TOWN OF LOXAHATCHEE GROVES - Fiscal Year 2024 - 2025

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA ARE 17.70% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.

General Fund: at 3.0 MILLS

ESTIMATED REVENUES	GENERAL	TRANSPORTATION	SURTAX	ROADS & DRAINAGE	CAPITAL PROJECTS	SOLID WASTE	TOTAL ALL FUNDS
Taxes: Millage Per \$1,000							
Ad Valorem Taxes: 3.0 MILLS	\$1,727,000						\$1,727,000
Assessments per Unit							\$0
Roads & Drainage: \$200 per unit				\$1,530,757			\$1,530,757
Solid Waste: \$450 per unit						\$649,800	\$649,800
Licenses & Permits	\$463,000						\$463,000
Utility Taxes	\$541,000						\$541,000
Franchise Fees	\$609,000						\$609,000
Charges For Services	\$287,000						\$287,000
Intergovernmental	\$425,300	\$400,000	\$336,300		\$750,000	\$500	\$1,912,100
Fines & Forfeitures	\$16,000						\$16,000
Investment Income	\$59,000			\$18,250		\$7,800	\$85,050
Miscellaneous Revenues	\$16,000			\$20,000			\$36,000
TOTAL SOURCES	\$4,143,300	\$400,000	\$336,300	\$1,569,007	\$750,000	\$658,100	\$7,856,707
							\$0
Transfers In	\$172,500			\$863,493	\$909,300	\$0	\$1,945,293
Fund Balances/Reserves/Net Assets	\$1,563,000	\$0	\$47,000	\$617,000	\$420,000	\$254,000	\$2,901,000
TOTAL REVENUE, TRANSFERS & BALANCES	\$5,878,800	\$400,000	\$383,300	\$3,049,500	\$2,079,300	\$912,100	\$12,703,000
ESTIMATED EXPENDITURES							
General Government	\$1,585,654						\$1,585,654
Public Safety							
Law Enforcement	\$668,000						\$668,000
PZB & Code	\$903,800						\$903,800
Physical Environment							
Public Works				\$2,427,500			\$2,427,500
Solid Waste Services						\$712,000	\$712,000
Other Physical Environment							\$0
Non-departmental	\$162,000			\$0		\$8,000	\$170,000
Capital Outlay					\$2,079,300		\$2,079,300
Debt Service				\$5,000			\$5,000
Contingency							\$0
TOTAL EXPENDITURES	\$3,319,454	\$0	\$0	\$2,432,500	\$2,079,300	\$720,000	\$8,551,254
Non-Expenditures/Other Uses							
Transfers Out	\$989,493	\$400,000	\$383,300	\$0	\$0		\$1,772,793
Fund Balances/Reserves/Net Assets	\$1,569,853	\$0	\$0	\$617,000	\$0	\$192,100	\$2,378,953
TOTAL APPROPRIATED EXPENDITURES	\$5,878,800	\$400,000	\$383,300	\$3,049,500	\$2,079,300	\$912,100	\$12,703,000
TRANSFERS, RESERVES & BALANCES							

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD

DATE: September 18, 2024
TO: Town of Loxahatchee Groves, Town Council
FROM: Complete Cities, Consultant Planner
Subject: Recreational Vehicle (RV) Ordinance Update

Background

The Town of Loxahatchee Groves began the process of updating its Recreational Vehicle (RV) regulations in the spring of 2023. A series of public workshops were held to collect feedback and information regarding resident's use of RVs, future needs, and permitting concerns. During that process, there was much concern for supporting the equestrian community. Temporary housing by way of RVs was expressed to be a critical component of the seasonal industry. Based on this input, the initial direction was to consider more lenient policies, perhaps considering annual RVs or increased allowances to support the need. However, through the public hearing process, residents expressed concern about the impacts to infrastructure, life safety, and community character, amongst others. Further, there did not seem to be the same resident support or need for expanded RV allowances during the hearing process. To the public, concerns largely outweighed the benefit of relaxed policies. Ultimately, a proposed ordinance was voted down in Fall 2023.

The Council has requested to revisit the RV policies to address reoccurring issues. It is well documented there are concerns with the application form itself. Further, code enforcement of the existing regulations has been a consistent challenge. The Council may consider a range of amendments, from simple modifications to the application process to reconsidering more impactful portions of the ordinance again, such as length of stay and number of vehicles.

June 18, 2024 Workshop

At the June 2024 workshop meeting, the Council determined staff should revisit the RV ordinance and provided initial direction for revised regulations. Importantly, all RV regulations should be combined into one section, including those relating to both occupied and unoccupied RVs. The Council also agreed regulations should be easy to follow and enforceable. Concern was expressed regarding the enforceability of certain policies such as time limitations. Discussion included how to incorporate inspections, both initial and periodic to ensure correct hook ups and safety. Safety of residents and ensuring tenants are vetted was a repeated discussion topic. Fees and vehicle allowances were also discussed. Consensus regarding the RV allowances would revise existing policies. In sum, Council determined all properties should be able to store at least one RV on their property, regardless of property size. Parcels measuring 2 – 5 acres would be eligible for two (2) RVs and properties more than 5 acres would be eligible for three (3) RVs. There would be no distinction between stored and occupied vehicles.

Public comment included concern regarding the appearance of relaxing regulations and assurance of strong enforcement options. Overall, the public echoed the request to keep the regulations simple but enforceable. Some were concerned with the impact to community character while others were concerned with the impending equestrian community and having regulations in place for that time.

July 2, 2024 Meeting

At the June 2024 workshop meeting, the Council reviewed and revised draft amendments to the RV ordinance. The Council determined the revised ordinance should be effective starting Fall 2024. The Council revised the RV allowances discussed at the June 18, 2024, meeting to distinguish between occupied and stored RVs, allowing properties with fewer than five (5) acres to store one (1) unoccupied RV, and allowing properties with more than five (5) acres to have two (2) RVs that can be occupied from April 1 to November 1. Caretakers' quarters on agricultural exempt properties could remain occupied year-round.

Council also had consensus to institute the following requirements:

- A permit requirement for occupied RVs
- An affidavit requirement for stored RVs
- A deposit made at the time of application
- Daily fines of \$1000 for violations
- "Grandfathered status" for properties approved in the 2017 Pilot Program, allowing a greater number of RVs for those properties. The provision was agreed upon to provide relief to property owners who would be affected by the reduction in the number of RVs allowed per property.

First Reading of Ordinance 2024-07 – August 6, 2024

At the August 6, 2024 meeting, the Council approved the ordinance on first reading with the following revisions:

- A \$500 site inspection fee for non-agricultural properties, which fee would cover five years of site inspections.
- A \$100 site inspection fee for properties with a bona fide agricultural use, which fee would cover five years of site inspections.
- An annual application fee of \$100 (applicable when RVs will be placed on the property).
- Increasing the number of RVs allowed on properties larger than 10 acres to 4.
- Removal of the "grandfathering" provision.

Budget Meeting – August 21, 2024

At the budget meeting on August 21, 2024, the Council had further discussion about the proposed ordinance. Specifically, the Town Council appeared to reach consensus on the following:

- Allowing one additional RV on properties with a bona fide agricultural use as follows:
 - Properties greater than 2.5 acres and fewer than 5.0 acres allowed to have 2 RVs.
 - Properties greater than 5.0 acres and 10 fewer than 10.0 acres allowed to have 3 RVs.

The Council discussed the following, but it was unclear if staff was directed to include it in the RV ordinance for second reading or to address it separately in an upcoming revision of Chapter 38 of the Town Code (Solid Waste):

- A requirement that properties that need more than 2 solid waste containers utilize a dumpster in lieu of additional containers.

Second Reading – September 3, 2024

Staff prepared a revised ordinance and draft permit form for second reading by council. Staff revised the proposed ordinance to include the changes that were approved at first reading on August 6, 2024, and the changes for which there appeared to be consensus at the August 21, 2024, budget meeting. At the September 2, 2024, meeting, the Town Council directed staff to make additional revisions and to bring the ordinance back for second reading on September 18, 2024.

Second Reading, continued – September 18, 2024

Staff has made the requested revisions to the proposed ordinance. Modifications include the addition of a special exception provision to allow an additional RV for bona fide agricultural classified properties as well as revisions to allowances for smaller properties, reducing the threshold for certain categories from 2.5 acres to 2.0 acres. A clarification was made to require a principal dwelling unit or bona fide agricultural use for all properties, to preclude utilization of a vacant lot for RV storage (see revision to lots less than 5 acres). Further, a disability accommodation provision has been added. Finally, the determination of agricultural use was specifically tied to the whether the property is designated as such by the Office of the Palm Beach County Property Appraiser.

ORDINANCE NO. 2024-07

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, REPEALING SEC. 20-050 “RECREATIONAL VEHICLES” OF ARTICLE 20 – “RESIDENTIAL ZONING DISTRICTS”; AND ESTABLISHING ARTICLE 92 “RECREATIONAL VEHICLES” WITHIN PART III “SUPPLEMENTAL REGULATIONS” WITHIN THE UNIFIED LAND DEVELOPMENT CODE; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the Town Council, as the governing body of the Town of Loxahatchee Groves, Florida (“Town”), pursuant to the authority vested in Chapter 166, Florida Statutes, is authorized and empowered to adopt land development regulations within the Town; and

WHEREAS, the Town desires to amend and clarify its regulations relating to Recreational Vehicles (“RVs”) within its adopted Unified Land Development Code (“ULDC”); and

WHEREAS, the notice and hearing requirements for adoption of ordinances contained in the Florida Statutes and the Town’s Code of Ordinances have been satisfied; and

WHEREAS, the Town Council of the Town of Loxahatchee Groves has conducted a public hearing for the proposed amendments; and

WHEREAS, the Town Council of Town of Loxahatchee Groves finds that the adoption of this ordinance amending the ULDC to revise its regulations regarding Recreational Vehicles is consistent with the Town’s Comprehensive Plan, and in the best health and welfare interests of the Town, its property owners and residents.

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

Section 1. The foregoing recitals are hereby ratified and confirmed as being true and correct and are incorporated herein by this reference.

Section 2. The Town of Loxahatchee Groves hereby repeals Section 20-050 “Recreational Vehicles” within Part II, Zoning Districts; and establishes Article 92 “Recreational Vehicles” within Part III Supplemental Regulations; its Unified Land Development Code to read as shown in the attached and incorporated Exhibit A.

Section 3. Conflict. All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be, and the same are hereby repealed to the extent of such conflict.

Section 4. 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 affecting the validity of the remaining portions or applications remaining in full force and effect.

Section 5. Codification. It is the intention of the Town Council of the Town of Loxahatchee Groves that the provisions of this Ordinance shall become and be made a part of the Unified Land Development

Code of the Town of Loxahatchee Groves, Florida, that the Sections of this ordinance may be renumbered, re-lettered, and the word "Ordinance" may be changed to "Section", "Article" or such other word or phrase in order to accomplish such intention.

Section 6. Effective Date. This Ordinance shall become effective October 1, 2024.

Councilmember _____ offered the foregoing ordinance. Councilmember _____ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
MAYOR ANITA KANE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAURA DANOWSKI, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PASSED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS __ DAY OF ____, 20__.

Councilmember _____ offered the foregoing ordinance. Councilmember _____ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
MAYOR ANITA KANE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAURA DANOWSKI, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON SECOND READING, THIS __ DAY OF ____, 20__.

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Valerie Oakes, Town Clerk

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Mayor Anita Kane

Vice Mayor Margaret Herzog

Councilmember Laura Danowski

Councilmember Phillis Maniglia

Councilmember Robert Shorr

Exhibit A to Ordinance 2024-07

~~Section 20-050. Recreational vehicles.~~

~~(A) For properties which have a permitted residential structure within the agricultural residential zoning district, recreational vehicles shall be allowed on a temporary basis for living and sleeping purposes, provided there are no adjudicated Town Code violations pending against the property and/or unresolved penalties associated therewith subject to the following conditions:~~

~~(1) A registration permit, (the fee for the registration permit shall be set by a resolution of the Town Council) which shall only be valid for a less than 180 days and shall be required for each recreational vehicle parking space on an annual basis and shall be placed on the recreational vehicle occupying parking space where it can be seen from the exterior of the recreational vehicle;~~

~~(2) No recreational vehicle shall be allowed on a parcel less than one acre. One recreational vehicle shall be allowed on a parcel consisting of one acre and less than two acres; a maximum of two recreational vehicles shall be allowed on a parcel consisting of two acres and less than ten acres; and, no more than four recreational vehicles shall be allowed on a parcel consisting of ten acres or more;~~

~~(3) The person or persons residing in the recreational vehicle must demonstrate a permanent residence in another location;~~

~~(4) The placement of the recreational vehicle must be setback from all property lines by at least 25 feet;~~

~~(5) The recreational vehicle shall be hooked up to or have access to appropriate electrical service, potable well and sanitary sewer facilities (bathroom and septic tank) that have been installed pursuant to permits issued by, or approved by, the health department and applicable building and zoning codes, where required; portable/ pump able septic tanks as well as the waste removal therefrom are permitted under this section subject to the requirements set forth hereinabove.~~

~~(6) Upon expiration of the registration permit the recreational vehicle shall not remain on property parked or stored and shall be removed from the property and any application for a new registration permit for that property may only occur after a minimum time period of six months has expired, unless the parking space was initially used for a period of less than six months, then a permit may be issued for the time period remaining on the initial six month time period;~~

~~(7) The parcel owner, where the recreational vehicle(s) site is located, shall be required to allow Town staff, or its agents, to inspect the recreational vehicle(s) in such a manner and time as determined by the Town Manager, upon at least 24 hours' notice.~~

~~(8) Recreational vehicles shall only be used for their designed and intended purpose as evidenced by the manufacturer's certification.~~

~~(9) A recreational vehicle that is not occupied must be owned or leased by the property owner or tenant of the property.~~

~~(10) Unoccupied recreational vehicles shall not be used for storage or any other non-residential use for which it was not designed and manufactured as evidenced by the manufacturer's certification.~~

~~(11) No recreational vehicle shall be kept in an abandoned, inoperable, junked, disabled, wrecked, discarded or otherwise unused condition.~~

~~(B) This section shall not apply to caretaker's quarters, groom's quarters and construction trailers.~~

~~(C) Any violation of this section may subject the property owner and/or recreational vehicle user to code enforcement action or any other legal action as determined by the Town.~~

~~(D) Requests for such a registration permit shall be submitted in writing to the Town Manager together with such fees, if any, as the Town requires and is set forth in the Town Code.~~

ARTICLE 92 – RECREATIONAL VEHICLES

Section 92-005 – Purpose and Intent; Effective Date.

The purpose of this article is to establish standards relating to recreational vehicles (RVs) consistent with State of Florida and federal law. The town recognizes the potential safety hazards and other negative impacts associated with the unregulated use of RVs. These standards are designed to allow the use and siting of RVs as set forth herein, while protecting the health, safety, and general welfare of the Town of Loxahatchee Groves. To the extent any provision of in this article conflicts with Florida law, federal law, or any other provision of the town code, the more restrictive provision shall prevail. As used in this article, “bona fide agricultural use classification” shall mean such classification assigned by the Office of the Palm Beach County Property Appraiser. The provisions of this article shall become effective on October 1, 2024.

Section 92-010 – Permit, Inspection, and Maintenance Requirements

- (A) **RV Site Permit and Affidavit Required.** All sites intended to be utilized by an occupied RV shall require an annual RV site permit. All sites storing one or more unoccupied RVs are required to submit an affidavit to the town. The affidavit shall confirm that each RV stored at the site meets the requirements of this article and is not occupied.
- (B) **Application.** Applications for RV site permits shall include a location sketch showing the RV site with setbacks from all property lines and the location of available utility connections. Applicants are required to pay a site inspection fee, and a permit application fee as follows:
1. Site inspection fee:
 - a. For sites that have not been assigned a bona fide agricultural use classification: \$500 per site, payable prior to initial inspection and thereafter every five years.
 - b. For sites that have been assigned a bona fide agricultural use classification: \$100 per site, payable prior to initial inspection and thereafter every five years.
 2. Permit application fee: \$100 per permit application, payable initially and upon each subsequent renewal.
- (C) **Permit Period.** RV site permits issued pursuant to this article shall be valid for 179 days from the date of issuance of the permit. Only one RV site permit may be issued per property within a 365-day period. A permit holder may not add an RV or exchange one RV for another at an approved site without first notifying the town.
- (D) **Inspections Required.** After an application for RV site permit has been reviewed, and prior to permit issuance, the town shall inspect the proposed site. The site inspection shall address at a minimum proposed location, site design, availability of required utilities, and the plan for management of solid waste. All utility connections are subject to permitting by any pertinent agency and section 92-020(B). An RV site must be inspected at least once every five (5) years, consistent with the inspection fee schedule in section 92-010(B)(1).

(E) Expiration. Upon expiration of the site permit, RVs shall remain unoccupied until another permit is issued. Within ten (10) days of permit expiration, the permit holder shall submit an affidavit to the town confirming that all RVs on the property are unoccupied.

(F) Maintenance. All RVs shall be maintained in road-worthy condition at all times.

(G) Enforcement. It shall be unlawful to use or possess an RV in violation of this article. Each additional RV used or possessed in violation of this article shall constitute a separate violation. Each day a violation exists shall constitute a separate violation.

1. Violations of this article are subject to the enforcement procedures and penalties in chapter 162, Florida Statutes, and chapter 14 of the town code. In addition, violations may be subject to any other means of enforcement allowed by law.
2. In addition to any other penalty authorized by this section, the town may deny issuance or renewal of a permit after a finding of violation of this article.
3. The application fee for after-the-fact permits shall be four (4) times the amount of the application fee set forth in section 92-010(B).

Section 92-015 – Allowances

(A) General. RVs may be permitted on conforming and legal non-conforming plots with an Agricultural Residential (AR) zoning designation in accordance with *Table 1: RV Allowances*.

<u>Table 1: RV Allowances</u>	
<u>Properties required to provide a ROW dedication or an easement for the purposes of right-of-way or utilities along the street line may include these areas for purposes of minimum parcel size.</u>	
<u>Property Size</u>	<u>Maximum RV allowance</u>
<u>Fewer than 2.0 acres:</u>	<u>One (1) RV subject to the conditions below:</u> <u>Property upon which RV is to be placed shall include a principal dwelling unit or shall have a bona fide agricultural use classification.</u> <u>The RV shall be owned or leased by the property owner or tenant of the property.</u> <u>The RV shall not be rented or otherwise occupied.</u>
<u>More than 2.0 acres and fewer than 5.0 acres (without bona fide agricultural use classification):</u>	<u>One (1) RV subject to the conditions below:</u> <u>The RV shall be owned or leased by the property owner or tenant of the property.</u>

	<p><u>Property upon which RV is to be placed shall include a principal dwelling unit.</u></p> <p><u>The RV shall not be rented or otherwise occupied.</u></p>
<u>More than 2.0 acres and fewer than 5.0 acres (with bona fide agricultural use classification):</u>	<p><u>Two (2) RVs subject to the conditions below:</u></p> <p><u>RVs may only be occupied when used as caretaker quarters, as defined in section 10-015, definitions. An RV used for caretaker quarters may be occupied year-round subject to FEMA regulations when located in a Special Flood Hazard Area, and any applicable local and state building regulations.</u></p>
<u>More than 5.0 acres and fewer than 10.0 acres (without bona fide agricultural use classification):</u>	<p><u>Two (2) RVs subject to the conditions below:</u></p> <p><u>RVs may only be occupied and/or rented when the property upon which the RV is located is homesteaded.</u></p> <p><u>RVs, including grooms' quarters, may only be occupied for the 179-day duration of a valid RV site permit.</u></p>
<u>More than 5.0 acres and fewer than 10.0 acres (with bona fide agricultural use classification):</u>	<p><u>Three (3) RVs subject to the conditions below:</u></p> <p><u>RVs, including grooms' quarters, may only be occupied for the 179-day duration of a valid RV site permit, except when used as caretaker quarters, as defined in section 10-015, definitions.</u></p> <p><u>When utilized for caretaker purposes, an RV may be occupied year-round subject to FEMA regulations when located in a Special Flood Hazard Area, and any applicable local and state building regulations.</u></p>
<u>10.0 acres or more</u>	<p><u>Four (4) RVs subject to the conditions below:</u></p> <p><u>RVs may only be occupied and/or rented when the property upon which the RV is located is homesteaded or utilized for bona fide agricultural purposes.</u></p> <p><u>RVs, including grooms' quarters, may only be occupied for the 179-day duration of a valid RV site permit, except when used as</u></p>

	<p>caretaker quarters, as defined in section 10-015, definitions.</p> <p>When utilized for caretaker purposes, an RV may be occupied year-round subject to FEMA regulations when located in a Special Flood Hazard Area, and any applicable local and state building regulations.</p>
--	---

(B) Special Exception.

1. The owner or other legal occupant of a property that measures 5.0 acres or more and has a bona fide agricultural use classification may apply for a Category A special exception to exceed the RV allowance in *Table 1: RV Allowances* by one (1) RV. In no case shall more than four (4) RVs be permitted on a subject property.

2. The application for special exception shall be submitted and reviewed in accordance with the requirements for Category A special exceptions in Article 170. However, the following shall apply:

- (a) Applications shall be filed with the town no later than August 1st of each calendar year;
- (b) The application fee shall be \$300, which fee shall be in addition to any cost recovery amount associated with review of the application; and
- (c) An approved special exception shall be valid for no longer than 365 days.

3. Other than as specifically stated in this subsection (B), the other requirements of this article must be met.

(C) Disability Accommodation.

1. Persons with disabilities, as provided by the Federal Fair Housing Amendments Act (42 U.S.C. 3601, et seq.) and Title II of the Americans with Disabilities Act (42 U.S.C. Section 12131, et seq.), may apply for an accommodation to extend the maximum period for occupancy at an approved RV site from 179 days to year-round. A person seeking such an accommodation shall submit an application on a form provided by the town. An application for disability accommodation that has been denied may be appealed pursuant to the procedure in section 170-025(E).

2. Sites with RVs occupied year-round pursuant to this subsection (C) must meet the following requirements:

- (a) The site upon which the RV is located shall include a principal dwelling unit;
- (b) No minimum parcel size is required. However, the property upon which the RV is located must be a conforming or legal non-conforming plot;
- (c) In no instance shall the total number of RVs on a property exceed the maximum number of RVs for the property size as set forth in *Table 1: RV Allowances*; and
- (d) An RV that is occupied year-round must meet applicable FEMA regulations when located in a Special Flood Hazard Area, and any applicable local and state building regulations.

3. Other than as specifically stated in this subsection (C), the other requirements of this article must be met.

(D) Vehicle Use. RVs shall only be used for their designed and intended purpose as evidenced by the manufacturer's certification. RVs shall not be used for storage or any other non-residential uses for which it was not designed and manufactured as evidenced by the manufacturer's certification.

(E) Occupancy Limits. RV occupancy shall not exceed the maximum number of occupants prescribed by the manufacturer.

Section 92-020 - RV Site and Utility Requirements

(A) Location. No RV shall be located within any required yard or setback as established by the AR zoning district, nor any easement or right-of-way.

(B) Utility Connections. An occupied RV shall be hooked up to appropriate electrical service, potable well and sanitary sewer facilities (bathroom and septic tank) that have been installed pursuant to permits issued by, or approved by, the health department and applicable building and zoning codes, where required; portable/ pump-able septic tanks as well as the waste removal therefrom are permitted under this section. A determination of appropriateness shall be made at the time of inspection regarding the size and capacity of on-site wells and septic tanks to meet demands generated by permitted RVs.

1. Electrical hook up must be separate for each RV. Each electrical hook up must be permitted through and inspected by the town's building department. No electrical extension cords shall be utilized. Use of extension cords will render the permit invalid.
2. Water hook ups may be a single source with separate hook up at each RV parking spot. Backflow protection devices shall be installed prior to use.
3. Septic hook up must be permitted and inspected by the Florida Department of Health. A copy of the approved permit is required as part of this application. Portable/ pump-able septic tanks as well as the waste removal therefrom are permitted under this section subject to the requirements set forth hereinabove.

(C) Solid Waste Disposal. The permit holder shall be required to ensure solid waste generated by an occupied RV is disposed of in a manner that keeps the property free and clear of trash and debris. Trash generated by occupied RVs shall be collected by the town's franchise waste hauler as residential or commercial collection. If, after inspection of the property, town staff determines that solid waste cannot safely be contained within two standard trash containers, the property owner shall install a dumpster at the site.



TOWN OF LOXAHATCHEE GROVES

Item 6.

RECREATIONAL VEHICLE PROGRAM APPLICATION

PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME _____

PROPERTY ADDRESS _____

PCN _____ PARCEL SIZE (ACRES) _____

ZONING _____ USE CODE _____

OWNER CONTACT INFORMATION:

PRIMARY PHONE _____ CELL PHONE _____

EMAIL _____

24 HOUR CONTACT INFORMATION (*ON-SITE RESIDENT*) :

PRIMARY PHONE _____ CELL PHONE _____

EMAIL _____



TOWN OF LOXAHATCHEE GROVES

Item 6.

RECREATIONAL VEHICLE PROGRAM APPLICATION

INSPECTION REPORT

Evidence of hook-ups indicated by inspector initials and date below:

<u>INSPECTION</u>	<u>INSPECTION DATE</u>	<u>INSPECTOR INITIALS</u>	<u>NOTES</u>
ELECTRICAL			
WATER			
SEPTIC			
GROUND COVER (OPTIONAL)			
SOLID WASTE DISPOSAL PLAN			

Other Observations: _____

Building Official Approval

Signature

Date: _____

Print Name



TOWN OF LOXAHATCHEE GROVES

Item 6.

RECREATIONAL VEHICLE PROGRAM APPLICATION

Hold Harmless Clause: Property Owner shall hold harmless the Town of Loxahatchee Groves, its elected and appointed officials, its employees and agents, from and against any and all claims, actions, and judgments, made by any person, corporation, firm, or entity for any loss, claim or damage, including without limitation, arising from a claim of personal injury or property damage for any act or omission arising out of the use of the property under this Recreational Vehicle Parking Program, located at:

Loxahatchee Groves, FL 33470,

Print Property Address

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE. FURTHER, I/WE UNDERSTAND THAT THIS APPLICATION BECOMES PART OF THE OFFICIAL RECORD OF THE TOWN OF LOXAHATCHEE GROVES. I UNDERSTAND THAT ANY KNOWINGLY FALSE INFORMATION GIVEN WILL RESULT IN ENFORCEMENT ACTIONS BY THE TOWN.

Signature of Property Owner

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ____ physical presence or ____ online notarization this ____ day of _____, 20____, by

_____(name of person making statement),
who ____ is personally known to me or ____ has produced _____
as identification.

Signature of Notary Public

(Seal)

Print, Type/Stamp Name of Notary

.....
For Official Use Only:

PERMIT #: _____

PERMIT APPROVED BY: _____ Date: _____

Title: _____ PERMIT

DATE ISSUED: _____

REQUIRED REMOVAL DATE: _____

ACTUAL REMOVAL DATE (TBD): _____ (If prior to required date, owner must notify town)



TOWN OF LOXAHATCHEE GROVES

Item 6.

RECREATIONAL VEHICLE PROGRAM APPLICATION

ATTACHMENT A – SKETCHED VEHICLE PARKING LAYOUT

(Show and number all RV spaces, storage and/or rental, as well as Groom's Quarters or Caretakers Quarters, on property)



TOWN OF LOXAHATCHEE GROVES

Item 6.

RECREATIONAL VEHICLE PROGRAM APPLICATION

ATTACHMENT B – APPROVED SEPTIC VENDOR CONTRACT

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



AGENDA MEMO

TO: Town Council of Town of Loxahatchee Groves

FROM: Town Manager's Office

DATE: August 6, 2024

SUBJECT: Consideration of *Ordinance No. 2024-08* – Amending Section 2-87 of the Code and Section 120-020 of the ULDC regarding Ex Parte Communications

Background:

The proposed Ordinance No. 2024-08, is to amend the Unified Land Development Code to provide procedures for the holding and disclosure of ex-parte communications during quasi-judicial hearings and to remove any presumption of prejudice from such communications. The proposed Ordinance includes an amendment to the Code of Ordinances for consistency. The proposed amendments are consistent with Section 286.0115, Florida Statutes.

This ordinance aims to ensure transparency and fairness in quasi-judicial proceedings by establishing clear guidelines for the disclosure of ex-parte communications. It seeks to remove any presumption of prejudice that might arise from such communications, thereby maintaining the integrity of the decision-making process.

Key Provisions:

- Ex-parte communications are generally prohibited but board members may participate in them if they comply with the provisions outlined in this ordinance.
- Board members must disclose on the record any ex-parte communications, site visits, expert opinions, and personal investigations before any final action on the matter.
- Disclosures must include the substance of the communication, the identity of the person or entity involved, and any written communication must be included in the record.
- Board members must also state whether they can remain impartial despite the ex-parte communication.

- The disclosure process ensures that individuals with opposing views to those expressed in the ex-parte communications have an opportunity to respond or refute the communication.
- Pursuant to Florida Statutes Section 286.0115(1), the established disclosure process removes any presumption of prejudice from ex-parte communications.

Recommendation:

Motion to approve ***Ordinance No. 2024-08*** on First Reading.

ORDINANCE NO. 2024-08

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA AMENDING CHAPTER 2 “ADMINISTRATION”, ARTICLE III “OFFICERS AND EMPLOYEES”, DIVISION 2 “CODE OF ETHICS”, SECTION 2-87 “STANDARDS OF CONDUCT”, PARAGRAPH (10) OF THE CODE OF ORDINANCES AND PART V “DEVELOPMENT REVIEW PROCEDURES AND REQUIREMENTS”, ARTICLE 120 “QUASI-JUDICIAL HEARINGS”, SECTION 120-020 “EX-PARTE COMMUNICATIONS” OF THE UNIFIED LAND DEVELOPMENT CODE OF THE TOWN OF LOXAHATCHEE GROVES TO PROVIDE FOR PROCEDURES REGARDING HOLDING AND DISCLOSURE OF EX-PARTE COMMUNICATIONS AND REMOVING ANY PRESUMPTION OF PREJUDICE; PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the Town Council, as the governing body of the Town of Loxahatchee Groves, Florida (“Town”), pursuant to the authority vested in Chapter 166, Florida Statutes, is authorized and empowered to adopt land development regulations within the Town; and

WHEREAS, Section 286.0115, Florida Statutes, authorizes the Town to adopt an ordinance removing the presumption of prejudice from ex-parte communications by establishing a process for disclosure; and,

WHEREAS, the Town wishes to adopt procedures regarding holding and disclosure of ex-parte communications to remove any presumption of prejudice, in accordance with Section 286.0115, Florida Statutes; and

WHEREAS, the notice and hearing requirements for adoption of ordinances contained in the Florida Statutes and the Town’s Code of Ordinances have been satisfied; and

WHEREAS, the Town Council of the Town of Loxahatchee Groves has conducted a public hearing for the amendment of Article 120 “Quasi-Judicial Hearings”, Section 120-020 “Ex-parte communications” of its adopted Unified Land Development Code to procedures for holding and disclosure of ex-parte communications to remove any presumption of prejudice; and

WHEREAS, the Town Council finds it is in the best interest of the Town to adopt this Ordinance and that said Ordinance serves a public purpose.

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

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

Section 2. The Town Council for the Town of Loxahatchee Groves hereby amends Chapter 2 "Administration", Article III "Officers and Employees", Division 2 "Code of Ethics", Section 2-87 "Standards of conduct", paragraph (10) as follows (deletions shown in ~~striketrough~~ and additions shown in underline):

(10) Reserved. ~~Notwithstanding the provisions of F.S. § 286.0115 and in full recognition of the provisions thereof, an elected public officer shall not have any contact with, in any form, nor engage in communication or discussion with applicants, petitioners, or their agents or representatives seeking action or other relief from the town council on matters related to a pending application or other petition. If there is no application pending, the public officer has the discretion to decide whether or not to contact or engage in communication or discussion with the applicant or petitioner or their representatives concerning a matter for which an application or petition may be submitted.~~

Section 3. The Town Council for the Town of Loxahatchee Groves hereby amends Part V "Development Review Procedures and Requirements", Article 120 "Quasi-Judicial Procedures", Section 120-020 "Ex-parte communications" of the Unified Land Development Code as follows (deletions shown in ~~striketrough~~ and additions shown in underline):

Sec. 120-020. – Ex-parte communications.

~~Ex-parte communications shall be prohibited and may provide a basis to deny an application.~~

(A) Board members may participate in ex-parte communications, subject to compliance with the provisions of this section. It is preferred and encouraged that all ex-parte communications take place at Town Hall.

(B) Board members shall disclose on the record any ex-parte communications, site visits, expert opinions, and personal investigations. Such disclosures shall be made on the record of the proceedings for the pending quasi-judicial matter prior to any final action on the matter, as follows:

(1) The substance of any ex-parte communication shall be disclosed including the subject of the communication and the identity of the person, group, or entity with whom the communication took place.

(2) Any written communication shall be made part of the record.

(3) Any site visit, personal investigation or expert opinions received shall be disclosed and made part of the record.

(C) In making such disclosure, board members shall also state on the record whether despite such ex-parte communication he/she is still able to serve as an impartial hearing officer and make decisions solely based on the facts on the record of the proceeding.

(D) Such disclosures ensure persons who have opinions contrary to those expressed in the ex-parte communication are afforded a reasonable opportunity to refute or respond to the

communication.

(E) Pursuant to F.S. §286.0115(1), the foregoing process removes the presumption of prejudice from such ex-parte communications.

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

Section 5: Severability. If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held by the Court to be unconstitutional, inoperative, or void, such holding shall not affect the remainder of this Ordinance.

Section 6: Codification. It is the intention of the Town Council of the Town of Loxahatchee Groves that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Loxahatchee Groves, Florida, and that the Sections of this ordinance may be re-numbered, re-lettered, and the word "Ordinance" may be changed to "Section", "Article" or such other word or phrase in order to accomplish such intention.

Section 7: Effective Date. This ordinance shall take effect immediately upon adoption.

Councilmember _____ offered the foregoing ordinance on first reading.

Councilmember _____ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ANITA KANE, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAURA DANOWSKI, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS ____ DAY OF _____ 2024.

Councilmember _____ offered the foregoing ordinance on second reading.

Councilmember _____ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ANITA KANE, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAURA DANOWSKI, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, ON SECOND READING AND PUBLIC HEARING, THIS ____ DAY OF _____ 2024.

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

ATTEST:

Mayor Anita Kane

Town Clerk

Vice Mayor Margaret Herzog

APPROVED AS TO LEGAL FORM:

Councilmember Robert Shorr

Office of the Town Attorney

Councilmember Phillis Maniglia

Councilmember Laura Danowski

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



AGENDA MEMO

TO: Town Council of Town of Loxahatchee Groves

FROM: Francine Ramaglia, Town Manager

DATE: September 3, 2024

SUBJECT: Approval of Resolution No. 2024-63 - Social Media Policy for Elected Officials, committee members and other appointed officials

Background:

In light of the recent Supreme Court decision in *Lindke v. Freed*, we have developed a social media policy for elected officials, committee members and other appointed officials of the Town. This policy aims to provide clear guidelines on the use of social media for both personal and governmental purposes, ensuring compliance with the latest legal standards and promoting transparency and accountability.

The *Lindke v. Freed* case established a two-part test to determine when a public official's conduct on social media constitutes state action. This decision underscores the importance of distinguishing between personal and official use of social media and ensuring that officials do not engage in viewpoint discrimination.

The social media policy outlined in *Resolution No. 2024-63* provides guidance on how to

1. manage personal v. official accounts appropriately.
2. prevent viewpoint discrimination
3. comply with Florida's public records laws

We believe this policy provides the necessary guidance to elected officials in the use of social media, ensuring compliance with the most recent case law and promoting transparency and accountability.

The Town's Human Resources Manual includes the social media policy for employees that aligns with the principles and protocols set forth in the accompanying policy for elected officials, committee members and other appointed officials of the Town.

Recommendations:

Staff recommends approval of *Resolution No. 2024-63* adopting a social media policy for elected officials, committee members and other appointed officials of the Town.

RESOLUTION NO. 2024-63

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ADOPTING A SOCIAL MEDIA POLICY FOR ELECTED OFFICIALS, COMMITTEE MEMBERS AND OTHER APPOINTED OFFICIALS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, social media is a prevalent method of communication; and

WHEREAS, Florida law imposes certain requirements and restrictions on elected officials, committee members and other appointed officials in their use of social media; and

WHEREAS, Town Council desires to adopt a policy regarding the use of social media by elected officials, committee members and other appointed officials of the Town to ensure compliance with Florida laws in such use; and

WHEREAS, the Town Council has determined that the policy serves a valid public purpose.

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

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

Section 2. The Town Council of the Town of Loxahatchee Groves hereby adopts the social media policy attached hereto as Exhibit "A".

Section 3. This Resolution shall become effective immediately upon its passage and adoption.

Councilmember _____ offered the foregoing resolution. Councilmember _____ seconded the motion.

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE
GROVES, FLORIDA, THIS 3rd DAY OF SEPTEMBER 2024.**

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

ATTEST:

Town Clerk

Voted:
Mayor Anita Kane, Seat 3

Voted:
Vice Mayor Margaret Herzog, Seat 5

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Voted:
Councilmember Phillis Maniglia, Seat 1

Voted:
Councilmember Laura Danowski, Seat 2

Voted:
Councilmember Robert Shorr, Seat 4

**Town of Loxahatchee Groves
Social Media Policy for
Elected Officials, Committee Members and other Appointed Officials**

This Social Media Policy for Elected Officials, Committee Members and other Appointed Officials (the “Policy”) governs the use of all social media by elected officials, committee members and other appointed officials of the Town of Loxahatchee Groves (the “Town”).

Purpose

The purposes and intent of this Policy is to promote appropriate, professional, and legally and ethically compliant communications when elected officials, committee members and other appointed officials use social media or other internet-based platforms.

Policy

It is the policy of the Town Council that each member of the Town Council, town committee, or as an appointed official will abide by the guidelines and procedures herein at all times when using social media whether for personal use or in his or her official capacity as an elected official, committee member and other appointed official of the Town.

I. Definitions

- A. Offensive post or comment means any post or comment that:
 - 1. Uses profanity, racist, sexist, offensive, sexual, obscene, or derogatory language;
 - 2. Uses language that targets protected classes of persons; or
 - 3. Uses language that is threatening, harassing or discriminatory; incites, promotes, or glorifies violence; or otherwise encourages or promotes illegal activities.
- B. Protected classes of persons means a group of people who have a common characteristic that is protected by federal and/or state law, including, but not limited to, a person’s race, color, national origin, religion, sex, age, or disability.
- C. Social Media means any and all internet-based platforms used for interactive sharing and aggregation of content, ideas, interests, and other forms of expression, such as but not limited to Facebook, Instagram, and X (formerly known as Twitter).
- D. Town business means any matter that may foreseeably come before the Town Council for discussion or action.
- E. Unlawful or threatening post or comment means any post or comment that:
 - 1. Includes illegal content, for example, content that would constitute a copyright violation; or
 - 2. Includes information that reasonably could compromise individual or public safety.

II. General Principles

- A. Whether an elected official, committee member and other appointed official is using a personal social media account or official Town account, elected officials, committee members and other appointed officials should be mindful of the impact their social media use may have on the public's perception of the Town. Elected officials, committee members and other appointed officials should also ensure any posted content complies with applicable federal, state, and local laws.
- B. Accordingly, elected officials, committee members and other appointed officials should comply with the Town's Code of Ethics (Chapter 2, Article III, Division 2 of the Town's Code of Ordinances) and other best practices, as indicated below, when using social media or other internet-based platforms. Elected officials, committee members and other appointed officials should follow these guidelines whether they are using their personal or official Town accounts and whether or not they are discussing official Town business.
 - 1. Refrain from using social media or other internet-based platforms to communicate with other elected officials, committee members and other appointed officials in a manner that would violate the Florida Sunshine Law. This includes commenting or replying to posts of another elected official, committee members and other appointed officials that discusses official Town business.
 - 2. Conduct oneself in a manner which maintains and promotes public confidence in Town government.
 - 3. Refrain from and avoid conduct unbefitting a public officer, including, but not limited to, making false accusations, frivolous claims, or personal attacks or behaving in a rancorous or contentious manner.
 - 4. Be respectful.
 - 5. Promote specific avenues by which citizen input is gathered and information is disseminated by the Town, such as directing citizens to the Town website.
 - 6. Do not publish/post any confidential Town information.
 - 7. Do not make, provide links to, or "like" offensive posts or comments.
 - 8. Do not make, provide links to or "like" unlawful or threatening posts or comments.

III. Personal Use

- A. There are no limitations on the creation and upkeep of personal social media accounts for elected officials, committee members and other appointed officials. When creating personal accounts, elected officials, committee members and other appointed officials should comply with the following additional guidelines:
 - 1. Do not use Town staff to make a post on a personal social media account under any circumstances.
 - 2. Do not use Town email or password(s) in connection with a personal social media account.
 - 3. Ensure it is clear the account is personal and not an official Town account.
 - 4. Do not reference your position with the Town as an elected official, committee members and other appointed officials.
 - 5. When commenting on Town business using a personal account, include a disclaimer

such as: “The postings on this site are my own and do NOT reflect or represent the opinions of the Town of Loxahatchee Groves,” or “The views expressed herein are strictly my own.”

- B. Failure to follow these guidelines increases the likelihood that a court would find an elected official’s, committee member’s and other appointed official’s account constitutes an “official” rather than “personal” account, thereby exposing the elected official, committee member and other appointed official to greater potential liability.
- C. In order to comply with Florida’s public record laws, follow the procedures in Section V., below, before deleting any posts, including comments, that discuss Town business.

IV. Official Use

When elected officials, committee members and other appointed officials communicate using an official Town account, elected officials, committee members and other appointed officials should comply with the following additional guidelines to ensure compliance with Sunshine, Public Records and Ethics laws.

- A. Ensure the account is viewable by all members of the public.
- B. Do not block specific individuals from commenting on or viewing your posts.
- C. Do not express partisan political views.
- D. Do not promote or endorse political candidates.
- E. Do not advertise or promote a commercial product or service, or any entity or individual.
- F. Do not post, link to, or like any content that is off-topic or promotes any personal business, interest, service, or product.
- G. Do not delete any post or comment regardless of content or who made it, except for unlawful or threatening posts and comments which must be handled in accordance with the procedures in Section V, below.

V. Procedures

The following procedures must be followed when deleting any posts, including comments, that discuss Town business from a personal account and any unlawful or threatening post or comments from a Town account:

- A. Screenshot the post or comment;
- B. Ensure the screenshot includes all comments responsive to the post or comment;
- C. Email the screenshot(s) to your Town email account (preferably also from your Town email account);
- D. Delete the post or comment from the social media account.

If you have any questions or need further guidance regarding this Policy, please contact the Town Manager or Town Attorney.



155 F Road Loxahatchee Groves, FL 33470

TO: Town Council of Town of Loxahatchee Groves

FROM: Richard Gallant, Public Works Director

VIA: Francine Ramaglia, Town Manager

DATE: September 18, 2024

SUBJECT: Discussion concerning Capital Improvement Plan for years FY2026 -2034.

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. Staff has conducted the review and is proposing to update the Capital Improvements Element with the projects as shown in Exhibit A of Ordinance No. 2024-11.

The capital program for FY 25 has been discussed extensively at the Town Council's budget workshops. At the September 3rd Council meeting the discussion of the 2026 and later years capital projects was deferred to the September 18th Council meeting with second reading and adoption of the ordinance anticipated to take place on October 1, 2024.

Council also directed the staff to take another look at the proposed paving schedule and suggest any revisions to the current proposals. In doing so the public works department is suggesting prioritizing North North Road and South North Road as those are the remaining unpaved grid roads. There is a great deal of preparation that has to be done with each of those roadway segments, so the staff is recommending the work be done over two years with the first year of each segment being devoted to the preparation including removal of trees and reestablishing drainage with the second year of the project being when the paving takes place. The staff believes each preparatory and paving stage will cost approximately \$400,000. North North Road is proposed to be done in FY 2026 and FY2027 with South North being done in FY2029 and FY2030. In FY 2028 the recommendation is to do the Tangerine East neighborhood, including Loxahatchee Ave., Orange and Valencia, E Road from Southern to Citrus, Citrus West and 6th Court. Beyond the 5 years the staff recommendation is to do the West D and Kerry Lane neighborhoods in 2031, the West C



155 F Road Loxahatchee Groves, FL 33470

neighborhood and 11th Terrace in 2032, Global Trail and the 40's neighborhood in 2033 and The G Road East and Kazee area in 2034.

Plan as presented at 9/3/2024 meeting

The roads scheduled for paving in FY 2026 are:

E Rd Southern to Citrus	\$	43,643
Tangerine		145,475
6 th Ct E Rd to Vinceremos		218,213
Total	\$	407,330

The roads scheduled for paving in FY 2027 are:

N North	\$	403,851
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The roads scheduled for paving in FY 2028 are:

West D Neighborhood	\$	261,855
Kerry Lane Neighborhood		232,760
Total	\$	494,615

The roads scheduled for paving in FY2029 are:

G Road (E)	\$	145,475
25 th St. East of Folsom		72,738
March Circle		43,643
Great Dane		29,095
Kazee		145,475
Total	\$	436,426

Revised Plan suggested at 9/18/2024 meeting

N North Preparation

	\$	400,000
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N North	\$	403,851
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E Rd Southern to Citrus	\$	43,643
Loxahatchee Ave.		43,643
Valencia/Orange		29,095
Tangerine		145,475
6 th Ct E Rd to Vinceremos		218,213
Total	\$	552,806

S North Road Preparation	\$	379,500
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	\$	379,500
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155 F Road Loxahatchee Groves, FL 33470

The roads scheduled for paving in FY 2030
are:

The 40's & Global Trail	\$	349,140
11 th Terrace		58,190
Bunny Lane		72,738
Total		<u>480,068</u>

S North Road	\$	379,500
Total		<u>\$ 379,500</u>

The roads scheduled for paving in FY 2031
are:

S North	\$	759,900
Total	\$	<u>759,900</u>

West D Neighborhood	\$	261,855
Kerry Lane Neighborhood		232,760
Total	\$	<u>494,615</u>

The roads scheduled for paving in FY 2032
are:

West C Neighborhood	\$	349,140
11 th Terrace		58,190
Total	\$	<u>407,330</u>

The roads scheduled for paving in FY 2033
are:

The 40's & Global Trail	\$	349,140
Bunny Lane		72,738
Total	\$	<u>421,878</u>

The roads scheduled for paving in FY2034
are:

G Road (E)	\$	145,475
25 th St. East of Folsom		72,738
March Circle		43,643
Great Dane		29,095
Kazee		145,475
Total		<u>436,426</u>



155 F Road Loxahatchee Groves, FL 33470

Recommendation:

Discussion and direction regarding ***Ordinance No. 2024-11*** Updating the Capital Improvements Element of the Comprehensive Plan consistent with Chapter 163, Florida Statutes.

TOWN OF LOXAHATCHEE GROVES

Ordinance No. 2025-XX
8132024 Draft

			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		\$ -	\$ -			\$ 145,475		
Lox Ave Tangerine to Citrus	0.1 miles	2025		\$ -	\$ -			\$ 72,738		
Tangerine	0.5 miles	2026			\$ 145,475					
G Road (E)	0.5 miles	2029								
25th St East of Folsom	0.25 miles	2029								
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 Tra 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 Vinceremos)	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		
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)		\$	240,000	\$	200,000	\$	200,000	\$	200,000		
		\$	640,000	\$	1,050,000	\$	550,000	\$	550,000		
Specific Culvert Locations											
						\$	-	\$	-		
Folsom & 25th St Culvert	2025	\$	80,000								
Bunny Ln & D Rd Culvert	2025	\$	140,000								
-	2025	\$	-								
Kerry Ln & F Rd Culvert	2025	\$	140,000								
Survey Design + Permitting											
		\$	360,000	\$	-	\$	-	\$	-		
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
Canal Bank Stabilization	2024-2040	\$	200,000	\$	200,000	\$	200,000	\$	200,000		
Seven Locks/Weirs at \$150,000 each location	2024-2040			\$	300,000	\$	300,000	\$	450,000		
Dredging of Canals	-										
		\$	200,000	\$	900,000	\$	20,500,000	\$	20,650,000	\$	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 of C	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		\$	10,000	\$	75,000		750,000				
Total Capital Spending (305)											
		\$	2,079,375	\$	7,790,830	\$	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	\$ -
Roadway Paving Plan (overlay program)	\$ 727,375
Roadway Rock Plan (rebuilding of road beds)	\$ 87,000
Specific Maintenance Projects	\$ 35,000
Swales and Culverts	\$ 640,000
Specific Culvert Locations	\$ 360,000
Repair and Maintenance of Canals	\$ 200,000
Trails System	\$ 20,000
Okeechobee Traffic Calming	\$ -
Total Recommended Use of Capital Funds FY24	\$ 2,079,375

Capital Funds Available For FY2025:

State Grant	\$ 750,000
Resiliency Grant	
General Fund	\$ 394,000
Gas Tax Funds	\$ 132,000
Surtax Funds	\$ 383,300
Road and Drainage Funds	
Transfer fund balance carryover from 2024	\$ 420,000
FEMA Reimbursement*	
Private Contribution	
Total Capital Funds Available	\$ 2,079,300

Projected Shortfall \$ 75

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	\$ 94,000	\$ 94,000				
Mower (Kubota)	2022-2024	\$ -					
Grader (John Deere)	2023-2025	\$ 50,000	\$ 123,000				
Dump Truck(purchased with auction proceeds)	2024-25	\$ -	\$ -				

Rental of equipment on as needed basis
such as roller, pump vac, road plates, etc.
Misc rentals and equipment

2025-2030	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
2025-2027	\$ 40,000	\$ -	\$ -				
	\$ 234,000	\$ 267,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Total Capital (105)	\$ 406,500	\$ 402,000	\$ 158,000	\$ 140,000			

TOWN OF LOXAHATCHEE GROVES

Ordinance No. 2025-XX
9182024 Draft

		Estimated Timeframe	2025 Proposed	2026	2027	2028	2029	2030	2031	2032	2033	2034
Road Paving Plan (overlay program)												
A South	1.25 miles	2025	\$ 363,688	\$ -								
N North	1.5 miles	2026&2027		\$ 400,000	\$ 403,852							
Collect Canal (A to B)	.5 miles	2025	\$ 145,475	\$ -								
Loxahatchee Ave	0.15 miles	2028	\$ -			\$ 43,643						
Citrus	0.25 miles	2028	\$ -			\$ 72,738						
Tangerine	0.5 miles	2028				\$ 145,475						
Valencia / Orange	0.1 miles	2028				\$ 29,095						
G Road (E)	0.5 miles	2034										\$ 145,475
25th St East of Folsom	0.25 miles	2034										\$ 72,738
S North	1.5 miles	2029&2030	\$ -				\$ 379,500	\$ 379,500				
6th Ct E Rd to Vincereiros)	0.75 miles	2028	\$ -			\$ 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)	1.2 miles	2032								\$ 349,140		
Snail Trail												
The 40's & Global Trail (44th, 42 St. N, 43rd Rd N 42nd Rd N, 41st Ct. Ian Trail)	1.2 miles	2033									\$ 349,140	
West D Neighborhood(West D, Temple, 6th Ct N Tangerine)	.9 miles	2031							\$ 261,855			
March Circle	.15 miles	2034										\$ 43,643
Great Dane	.1 miles	2034										\$ 29,095
Kazee	.5 miles	2034										\$ 145,475
Kerry Lane Neighborhood (Kerry Lane, Edith, Fox Tra Farley)	.8 miles	2031							\$ 232,760			
11th Terrace	0.2	2032								\$ 58,190		
Bunny Lane	0.25	2033									\$ 72,738	
			\$ 727,375	\$ 400,000	\$ 403,852	\$ 509,163	\$ 379,500	\$ 379,500	\$ 494,615	\$ 407,330	\$ 421,878	\$ 436,426

Road Rock Plan (rebuilding of road beds)

Collect Canal	3.25 miles	2025	\$ 12,000	\$ -	\$ -	\$ -		
6th Ct (E Rd to Vincermemos)	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	

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)		\$ 240,000	\$ 200,000	\$ 200,000	\$ 200,000		
		\$ 640,000	\$ 1,050,000	\$ 550,000	\$ 550,000		

Specific Culvert Locations

Folsum & 25th St Culvert	2025	\$ 80,000		\$ -	\$ -		
Bunny Ln & D Rd Culvert	2025	\$ 140,000					
-	2025	\$ -					
Kerry Ln & F Rd Culvert	2025	\$ 140,000					

Survey Design + Permitting

\$ 360,000 \$ - \$ - \$ -

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	2024-2040		\$ 300,000	\$ 300,000	\$ 450,000		
Dredging of Canals	-						
		\$ 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 of C	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		\$ 10,000	\$ 75,000	\$ 750,000				

Total Capital Spending (305)

\$ 2,079,375	\$ 7,783,500	\$ 22,383,852	\$ 21,709,163	\$ 20,432,000	\$ 20,379,500	\$ 494,615
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Recommended Use of Capital Funds in FY2025:

PW Building	\$ 10,000
Conversion of Town Hall to EOC	\$ -
Roadway Paving Plan (overlay program)	\$ 727,375
Roadway Rock Plan (rebuilding of road beds)	\$ 87,000
Specific Maintenance Projects	\$ 35,000
Swales and Culverts	\$ 640,000
Specific Culvert Locations	\$ 360,000
Repair and Maintenance of Canals	\$ 200,000
Trails System	\$ 20,000
Okeechobee Traffic Calming	\$ -

Total Recommended Use of Capital Funds

FY24 \$ 2,079,375

Capital Funds Available For FY2025:

State Grant	\$ 750,000
Resiliency Grant	
General Fund	\$ 394,000
Gas Tax Funds	\$ 132,000
Surtax Funds	\$ 383,300
Road and Drainage Funds	
Transfer fund balance carryover from 2024	\$ 420,000
FEMA Reimbursement*	
Private Contribution	
Total Capital Funds Available	\$ 2,079,300

Projected Shortfall \$ 75

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

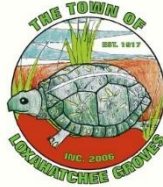
Tractor Mower	2024-2026	\$ 94,000	\$ 94,000					
Mower (Kubota)	2022-2024	\$ -						
Grader (John Deere)	2023-2025	\$ 50,000	\$ 123,000					
Dump Truck(purchased with auction proceeds)	2024-25	\$ -		\$ -				
Rental of equipment on as needed basis such as roller, pump vac, road plates, etc.	2025-2030	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
Misc rentals and equipment	2025-2027	\$ 40,000	\$ -	\$ -				
		\$ 234,000	\$ 267,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
Total Capital (105)		\$ 406,500	\$ 402,000	\$ 158,000	\$ 140,000			

Loxahatchee Groves Paving Plan 2019 to 2024 and Projected 2 years				
Paved	Miles	Year		
Folsum to Compton	0.25	2020		
F RD CC to E Citrus	0.25	2020		
A North	2	2021		
C N & S	3.25	2021		
Total Miles	5.75			
B North 1.5M	1.5	2022		
E North to SN	1	2022		
D N & S	3.5	2022		
F Rd CC to S N	2.25	2022		
Raymond	0.3	2022		
San Diego	0.25	2022		
Los Angeles	0.21	2022		
22nd N/Flam/Parad	0.6	2022		
Total Miles	9.61			
160th Ave N	0.4	2023	31 Houses/2 Roads Neighborhood	
West G	0.25	2023		
W 25th St N	0.1	2023		
Folsum to W 25th	0.1	2023		
E North to NN	0.8	2023		
E S Okee to CC	1.25	2023		
Collect Canal	2.75	2023		
Total Miles	5.65			
Unpaved	Miles	Year	Notes	Status
E North to NN	0.2	2024	Easements? Width?	2025
West G	0.25	2024	Easements? Width?	2025
W 25th St N	0.15	2024	Neighborhood	2025
Folsum to W 25th	0.1	2024	Easements? Width?	2025
Gruber	0.5	2024	Level 2 Easements Exist	2024
East Citrus	0.5	2024	Level 2 Easements Exist	2024
161st Ter N	2	2024	Easements Exist 55 Properties	2024
Global Trail	0.4	2024	Neighborhood 19 Properties/4 Roads	2030
West C Rd	0.3	2024	Neighborhood 45 Properties/6 Roads	????
Kerry Lane	0.3	2024	Neighborhood 30 Properties/3 Roads	2028
24th Ct N E of F Rd	0.3	2024	Neighborhood 35 houses on road	2024
24th Ct N W of F Rd	0.3	2024	Neighborhood 35 houses on road	2024
147 Ave N	0.1	2024	Neighborhood 15 houses on short road	2024
West D Rd	0.3	2024	Neighborhood 14 Properties/3 Roads	2028
B North .5 M	0.5	2024	Level 1 Easements? Width?	????
Casey Rd	0.75	2024	Level 2 Easements Exist	2024
N North B to C	0.5	2024	Level 2 Easements? Pave exist OGEM Footprint?	????
Total Miles	6.75			
A South	1.25	2025	Level 1 Need Easements	2025
CC B to A	0.5	2025	Level 1 Need Easements	2025
N North	1.5	2025	Easements? Pave exist OGEM Footprint?	2027
E Southern to Citrus	0.15	2025	Need Drainage	2026
Citrus	0.25	2025	Need Drainage,Neighborhood 18 Properties	???
Lox Ave Tange to Citrus	0.1	2025	Need Drainage,Neighborhood 18 Properties	???
Tangerine	0.5	2025	Need Drainage, 30 foot Easement exists?	2026

Total Miles	4.25			
S North	2	2026	Easements? Width?	2031
East G	0.5	2026	Neighborhood 4 Properties	2029
E 25th St N	0.25	2026	Neighborhood	2029
Compton	0.75	2026	OGEM	???
Bryan	0.75	2026	OGEM	???
Marcella	0.75	2026	OGEM	???
Total Miles	5			
Not on previous Paving Plans				
6th E to F	0.5		7 Properties	2026
6th F to Vinceremos	0.3		1 Property	2026
Kazee	0.4		13 Properties	2029
Great Dane	0.1		1 Property	2029
March Circle	0.1		4 Properties	2029
Bunny Lane	0.2		4 Properties	2030
11th Terrace	0.2		17 Properties	2030
Total Miles	1			

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470

**AGENDA MEMO**

TO: TOWN COUNCIL

FROM: FRANCINE L. RAMAGLIA, CPA, AICP, ICMA-CM, TOWN MANAGER

DATE: SEPTEMBER 18, 2024

SUBJECT: DISCUSSION ON REVISED PROTOCOLS FOR TOWN COUNCIL

Background:

At a previous meeting, the Town Council discussed various changes to the Town Council's Rules of Order and Procedure.

For your consideration are the following changes:

1. Rule 7.3: clarified public comment is allowed per subject matter at each meeting and must be relevant to Town business and that comments that are read for another may not exceed 3 minutes.
2. Rule 7.5: clarified conduct described in the rule is prohibited as it is disruptive to the order of the meeting.
3. Rule 7.6: added justification language to clarify why election comments are prohibited.
4. Rule 8.3: added justification language to clarify why disruptions are prohibited.
5. Rule 16.3: added justification language to clarify why election comments are prohibited.
6. Rule 18: added based on Town Council's comments at its last meeting.

Recommendation:

Discuss and provide staff with direction.

**TOWN OF LOXAHATCHEE GROVES
RESOLUTION NO. 2024-__**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ADOPTING REVISIONS TO THE TOWN COUNCIL RULES OF ORDER AND PROCEDURE; PROVIDING FOR SEVERABILITY, CONFLICT, AND AN EFFECTIVE DATE.

WHEREAS, Section 5 of Charter of the Town of Loxahatchee Groves, Florida, authorizes the Town Council to determine times and places and its own rules and order of business for the conduct of meetings of the Town Council; and

WHEREAS, by Ordinance No. 2008-04, the Town Council adopted, in pertinent part, Sec. 2-22, Special meetings of Town Council and Sec. 2-23, Town Council meetings generally into its Code of Ordinances setting forth some time, place, rules, and order provisions for meetings of the Town Council; and

WHEREAS, in Resolution No. 2024-XX, the Town Council repealed Resolution No. 2019-65 and adopted in its place certain rules of order and procedure for meetings of the Town Council; and

WHEREAS, the Town Council has determined that the aforementioned rules of order and procedure should be revised to promote the orderly and efficient conduct of meetings; and

WHEREAS, the Town Council has determined that the Town Council Rules of Order and Procedure adopted by Resolution No. 2024-XX should be repealed and replaced with those in the attached Exhibit "A."

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 confirmed and ratified as being true and correct and are hereby made a specific part of this Resolution.

Section 2. The Town Council hereby adopts the Town Council Rules of Order and Procedure attached hereto as Exhibit “A”, as supplemental to the rules and procedures in Sec. 2-22 and 2-23 of the Code of Ordinances.

Section 3. If any clause, section, other part or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This Resolution shall take effect upon its adoption.

Councilmember _____ offered the foregoing resolution. Councilmember _____ seconded the motion, and upon being put to a vote, the vote was as follows:

[Remainder of the page intentionally blank.]

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ANITA KANE, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAURA DANOWSKI, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE
GROVES, FLORIDA, THIS ____ DAY OF APRIL 2024.**

TOWN OF LOXAHATCHEE GROVES,
FLORIDA

ATTEST:

Town Clerk

Mayor Anita Kane

Vice Mayor Margaret Herzog

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Councilmember Laura Danowski

Councilmember Phillis Maniglia

Councilmember Robert Shorr

Exhibit “A”
to Resolution No. 2024-

[Remainder of the page intentionally blank.]

TOWN OF LOXAHATCHEE GROVES

TOWN COUNCIL RULES OF ORDER AND PROCEDURE

Adopted _____

Rule 1. Public Meetings.

- 1.1 All Town Council meetings shall be open to the public except as otherwise provided by law.

Rule 2. Regular Meetings.

- 2.1 The Town Council shall meet the first Tuesday of each month at 6:30 p.m. in Town Hall. This date may be changed from time to time as needed by a majority vote of the Town Council. In order to continue a meeting beyond 10:30 p.m. a vote to continue the meeting for each ½ hour thereafter must be approved by a majority of the Council. Agenda items scheduled but not considered during a meeting shall be automatically set over by the Town Clerk to the next town council meeting or may be considered at a special meeting called for that purpose in the manner provided herein. In setting matters over to the next meeting or a special meeting, the Town Clerk is directed to take into consideration all notice provisions relative to municipal ordinances and, specifically, F.S. § 166.041.
- 2.2 The Town Clerk or designee shall prepare the agenda, notices, and package materials for the meetings as required by Florida law.

Rule 3. Special Meetings

- 3.1 A Special Meeting may be called by the Mayor or a majority of the Town Council as necessary. The Town Clerk or designee shall prepare the agenda, notices, and package materials for the meetings as required by Florida law. Such notification shall be given no less than 72 hours before commencement of the special meeting and shall state the time, place, and subject of the meeting. **In the event a Council Member, preferable in writing, requests a special meeting, the Town Manager shall, as soon as practicable, confer with the Mayor and then Council members to determine if a special meeting should be scheduled.**
- 3.2 The Mayor, Town Manager, or a majority of the Council Members may call an Emergency Town Council meeting when a sudden, urgent event or situation arises necessitating immediate action and judgment. The Town Clerk or designee shall post the agenda and notify each Town Council Member, the Town Manager, and Town Attorney immediately. Such notification shall be given as soon as practicable before commencement of the meeting and shall state the time, place, and subject of the meeting. **In the event a Council Member, preferable in writing, requests an emergency meeting, the Town Manager shall, as soon as practicable, confer with the Mayor and then**

Council members to determine if an emergency meeting should be scheduled.

Rule 4. Adjourned Meeting A Town Council session may be adjourned or continued from day to day or for more than one day, but the adjournment shall not be extended beyond the next regular meeting.

Rule 5. Presiding Officer

- 5.1 The Mayor shall preside at Town Council meetings and shall be recognized as head of the Town government for ceremonial purposes and by the Governor for martial law purposes.
- 5.2 The Vice-Mayor shall act as Mayor during the absence or disability of the Mayor and if a vacancy in the office of the mayor occurs, shall become interim Mayor until a Mayor is selected by a majority vote of the Council at the next regular council meeting.
- 5.3 In the absence of the Mayor and Vice-Mayor the Council member with the most seniority shall act as the Presiding Officer. In the event there is more than one Council member with the most seniority the Council members shall select the Presiding Officer.

Rule 6. Corporate Seal The duly appointed Town Clerk shall keep in custody the Town's corporate seal and ensure its proper and lawful use on behalf of the Town. No person shall use the Town Seal for a purpose other than official Town business.

Rule 7. Presentations & Public Comment

- 7.1 Town Council meetings are business meetings of the Council and the right to limit discussion rests with the Council.
- 7.2 Except as otherwise set forth in these Rules, persons who make a presentation to the Town Council must limit the duration of their presentation to 15 minutes. Exceptions may be granted by the Presiding Officer.
- 7.3 Public Comments made by a member of the public will be limited to one opportunity ~~time~~ during any individual public meeting per subject matter relevant to Town business for a total of three minutes. Exceptions may be granted by the Presiding Officer. Individuals addressing the Council on the same topic as an individual who has already spoken should attempt to provide new information and not repeat the comments of the previous speakers. Where possible, individual grievances should first be taken up with Town Staff before comments are made at a Town Council meeting. Persons desiring to speak on a topic shall submit a comment card to the Town Clerk. In the alternative, Public Comments may be sent in writing to the Town Clerk. Written Public Comments received by the Town Clerk by noon the day of the meeting will be made part of the record of the meeting. Written Public Comments received by the Town Clerk will not

be read aloud during the meeting. Written Public Comments may be read aloud by another member of the public provided that any individual may only read written Public Comments for one (1) other person, not to exceed three (3) minutes, and the written Public Comments must be provided to the Town Clerk at the meeting to become part of the record of the meeting.

- 7.4 The Town Council may withhold comment or direct the Town Manager to take action on requests or comments.
- 7.5 Each person addressing the Council shall step up to the podium and state his/her name in an audible tone of voice for the record. It is preferred that each person also state his/her address. All public comments must be addressed to the Council as a body and not to individuals. Personal verbal attacks upon Council members, staff, and/or members of the public will not be tolerated. Any person making impertinent obscene, personally insulting, defamatory, or slanderous remarks or who becomes boisterous or disruptive to the order of the meeting while addressing the Council shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Council is granted by a majority vote of the Council members present.
- 7.6 To maintain the integrity, order and focus of Council meetings on matters pertinent to the Town's governance and operation, Each person addressing the Council should refrain from advocating the election or defeat of a candidate for public office of the Town, either partisan or non-partisan: (1) through the use of words, dates, signs, and/or props that convey a message of express advocacy for a person or group of persons; or (2) through comments that, when taken as a whole, can only be interpreted as advocating the election or defeat of one or more identified candidates.

Rule 8. Decorum and Order

- 8.1 The presiding officer shall preserve decorum and order and decide all questions of order subject to the Council's appeal.
- 8.2 During all meetings of the Town Council, Council members must preserve order and decorum and a Council member shall neither by conversation or otherwise, delay or interrupt the proceeding or the peace of the Council nor disturb any Council member while speaking, or refuse to obey the rules of the Council or its Presiding Officer, except as otherwise provided herein.
- 8.3 To maintain order and to ensure that Council meetings proceed efficiently, No member of the public shall, during a Council meeting, make or cause to be made any disruptive noise or sound, or display any sign or graphic material of any kind in the Council Chambers, except in connection with a presentation made to the Council by a speaker at the podium. This rule is intended to ensure that all participants have an equal opportunity to be heard, to maintain an orderly meeting, and to ensure the meeting remains focused on Town business.

- 8.4 The presiding officer shall have the authority to recess a meeting in order to re-establish the decorum of the meeting.
- 8.5 The Town Council is committed to maintaining civility in public and political discourse and expects the public to do the same. All comments by members of the Council, advisory board members, staff, and/or the public shall respect the right of all citizens in our community to hold different opinions; avoid rhetoric intended to humiliate or question the wisdom of those whose opinions are different from ours; strive to understand differing perspectives; be truthful, not accusatory and avoid distortion; and avoid violence, prejudice and incivility towards citizens, employees, and officials of the Town of Loxahatchee Groves.
- 8.6 If it becomes necessary, the Presiding Officer may recuse the meeting in order to restore decorum and may request the Sheriff's Office assist in maintaining order and decorum at the meeting.

Rule 9. Rules of Debate

- 9.1 Sequence of Debate: With the exception of quasi-judicial matters, items before the Town Council shall be commenced by presentation of the item by a staff member, followed by public comment on the item. Once the presiding officer closes public comment, he or she shall call for a motion and a second on the item and then open debate by the Council. Once debate has concluded on the item, the presiding officer shall call for a vote on the item. A roll call vote may be requested by any Council member on any item.
- 9.2 Presiding Officer May Move, Second & Debate: The Presiding Officer may make a motion or second on any item subject only to such limitations of debate as are imposed by these rules on all Council members and shall not be deprived of any of the rights and privileges of a Council member by reason of the Council member acting as the Presiding Officer.
- 9.3 Responsibility of Presiding Officer: The Presiding Officer has the responsibility of controlling and expediting debate. A Council member who has been recognized to speak on a question has a right to the undivided attention of the Council. The Presiding Officer responsibility is to keep the subject clearly before the Council members, to rule out irrelevant discussion, and to restate the question whenever necessary.
- 9.4 All Members Shall Vote: No member of the Council who is present at any meeting of the Council at which an official decision, ruling or other official action is to be taken or adopted may abstain from voting in regard to such decision, ruling or act and a vote shall be recorded or counted for each such member present, except when, with respect to any such Council member, there is a conflict of interest under the provisions of Chapter 112, Florida Statutes. In such cases, such Council member shall comply with the disclosure requirements of Section 112.313, Florida Statutes.

- 9.5 Getting the Floor; Improper References to be Avoided: Every Council member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer, shall confine comments to the item under debate, avoiding all personalities and indecorous language.
- 9.6 Interruptions: A Council member, once recognized, shall not be interrupted when speaking except to call the Council member to order or as herein otherwise provided. If a Council member while speaking is called to order, said Council member shall cease speaking until the question of order is determined, and if in order, the Council member shall be permitted to proceed.
- 9.7 Withdrawal of Motions: Any motion before the Council may be withdrawn at any time prior to a vote being taken thereon by the Council member making such motion, upon agreement by the Council member seconding said motion to withdraw the second.
- 9.8 Amending of Motions: At any time during discussion of a motion on the floor, a motion to amend said motion may be made. If the amending motion is seconded, the Council shall at the conclusion of discussion, first vote on the amending motion and then vote upon the original motion in its amended form. An amending motion may be withdrawn in the same manner as set forth in subparagraph 9.7 above.
- 9.9 Motion to Reconsider: A motion to reconsider any action taken by the Council may be made only during the meeting that such action was taken. Such motion must be made by one of the Council members on the prevailing side, but may be seconded by any Council member. The motion to reconsider may be made at any time and have precedence over all other motions. Nothing herein contained shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council. **If a meeting is continued to a second night, that is the next day, then this shall be deemed to be part of the initial meeting.**

Rule 10. Appointments to the Council and Boards & Committees

- 10.1 Vacancies on the Town Council of the Town of Loxahatchee Groves shall be announced on the Town Council agenda, and on the Town website. All interested persons shall submit their name and qualifications to the Town Clerk by the deadline stated in the announcement. The Town Clerk shall determine whether or not the interested person is a qualified elector of the Town and submit that information to the Town Council.
- 10.2 To fill a vacancy on the Town Council, pursuant to Section 3.(4)(d)(1) of the Town Charter, the Town Council shall vote by ballot. The Town Clerk shall prepare the ballots, listing the qualified candidates that submitted a letter of interest and resume by the stated deadline. The Town Council may, by majority

vote of the Council, change the voting process at any time.

- 10.3 Vacancies on any Board or Committee of the Town of Loxahatchee Groves shall be announced on the Town Council agenda, and on the Town website. All interested persons shall submit an application to the Town Clerk by the deadline stated in the announcement. The Town Clerk shall determine whether or not the interested person is eligible and qualified pursuant to the requirements of the Board or Committee and submit that information to the Town Council.
- 10.4 To fill a vacancy on any Board or Committee of the Town other than the Town Council, the Town Council shall vote on the appointment by motion and second.

Rule 11. Quorum A majority of the full Council shall constitute a quorum. No ordinance, resolution, or motion shall be adopted except by the affirmative vote of at least three members of the Town Council. If no quorum exists within fifteen(15) minutes after the time designated for the meeting of the Council to commence or if a quorum is lost, the Mayor or the Vice Mayor or, in their absence, the Council Member with the most seniority, shall adjourn the meeting. The names of the members present and the time of adjournment shall be recorded in the minutes by the Clerk.

Rule 12. Absent Member Participation by Telephone Conference

A member of the Town Council who is absent, with excuse, may participate and vote by telephone conference in a Council meeting where there is a physical quorum present at the physical meeting site and where the Council determines that extraordinary circumstances exist to justify the Council allowing the Member to participate by telephone. However, a Council member shall not be allowed to participate by phone in a quasi-judicial hearings.

Rule 13. Suspension and Amendment of these Rules

- 13.1 Suspension of Rules: Any provision of these rules not governed by the Town Charter or Town Code may be temporarily suspended by a vote of a majority of the Town Council.
- 13.2 Amendment of Rules: These rules may be amended, or new rules adopted, by a majority vote of the Town Council, provided that the proposed amendments or new rules shall have been introduced into the record.

Rule 14. Preparation/Delivery of Agenda The Town Manager, Town Clerk or designee shall prepare the agenda and make every effort to deliver a complete agenda kit to the Council Members no later than 5 :00 P.M. on the Wednesday prior to the regular meeting. Agenda kits for special and emergency meetings will be distributed in as timely a manner as possible. The agenda, as well as lengthy reports and standard contracts that are part of the agenda's back-up documentation, shall be available for review in Town Administration.

Rule 15. Special Presentations This is the segment of the meeting where positive

recognition is expressed. Proclamations are typically presented at the beginning of the meeting. Should a Council Member desire a proclamation that will be delivered elsewhere, it should be brought up under their comments for Council authorization. A proclamation should always “proclaim” a day, week, or month as something specific. Certificates of Appreciation and Commendation should be done when honoring an individual or accomplishment. Whenever practical, the use of certificates is encouraged.

Rule 16. Council Member Comments

16.1 The purpose of Council Member Comments is to promote the public discussion of matters relating to Town business and to encourage the dissemination of information. Any Council Member may submit reports and information on items relating to Town business. When possible, the other Council Members, the Town Manager, and the Town Attorney should receive such materials in advance. Council Members may also request the preparation of proclamations, resolutions, ordinances, reports, and other actions of the Council during this portion of the agenda, subject to majority consensus. All such requests shall be referred to the Manager or the Attorney, as appropriate.

16.2 Official actions may not be taken under Council Member Comments other than by a majority of the Council to provide staff direction.

16.3 To ensure that Council Members uphold the integrity and impartiality of their office, Council Members should refrain from advocating the election or defeat of a candidate for public office, either partisan or non-partisan: (1) through the use of words, dates, signs, props and/or wearing apparel that convey a message of express advocacy for a person or group of persons; or (2) through comments that, when taken as a whole, can only be interpreted as advocating the election or defeat of one or more identified candidates.

Rule 17. Council Member Attendance at Other Meetings

17.1 Council Members may attend but may not speak at Town advisory board meetings.

17.2 Council Members may attend and speak at meetings of outside boards and committees. If speaking at such meetings, the Council Member speaks for Town Council and must accurately represent the position of Town Council and not that of the individual Council Member.

Rule 18. Conflicts of Interests

18.1 To ensure the integrity of the decision-making process and to avoid any potential conflicts of interests of the appearance thereof, it is hereby established that Council Members shall refrain from any direct or indirect communication with members of any Town advisory board or committee regarding matters related to Town Council business. This prohibition extends to discussions of any current or potential business that may influence, or be perceived as

attempting to influence, the voting decisions or actions of any board or committee member. Such interactions are expressly prohibited to maintain the independence and objectivity of advisory boards and committees in their role of providing recommendations to the Town Council.

Adopted by Resolution ____ on _____.



155 F Road Loxahatchee Groves, FL 33470

TO: Town Council of Town of Loxahatchee Groves
FROM: Office of the Town Attorney
VIA: Francine Ramaglia, Town Manager
DATE: September 18, 2024
SUBJECT: Building Height

Background:

Town Council requested the Town Attorney provide clarification on the Town's regulation of building height. Ordinance 2021-06 was adopted by Town Council on August 3, 2021, and amended the method of calculating building height. As revised by Ordinance 2021-06, building height is measured from the highest point of finished grade and no longer includes portions of the finished grade that exceed the N.V.G.D by 10 feet. The August 3, 2021 agenda memo says the change was being made in an effort for the Town's definition of height in its ULDC to match that of Palm Beach County. The August 3, 2021 agenda memo and Ordinance 2021-06 are attached for reference.

There has been no amendment to the code provision setting the maximum building height at 35 feet on commercially zoned properties.

Recommendation:

Provide direction to staff.

TOWN OF LOXAHATCHEE GROVES**ORDINANCE NO. 2021-06**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA AMENDING ARTICLE 10 DEFINITIONS, ABBREVIATIONS AND CONSTRUCTION OF TERMS, SECTION 10-15 DEFINITIONS OF ITS UNIFIED LAND DEVELOPMENT CODE TO REVISE THE DEFINITION OF HEIGHT: PROVIDING FOR CONFLICT, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, the Town Council, as the governing body of the Town of Loxahatchee Groves, Florida (“Town”), pursuant to the authority vested in Chapter 166, Florida Statutes is authorized and empowered to adopt land development regulations within the Town; and

WHEREAS, the Town Council of Loxahatchee Groves, Florida, believes it is in the best interest of the Town to amend Article 10, Section 10-15 Definitions, of its adopted Unified Land Development Code (“ULDC”); and

WHEREAS, the Town Council directed staff, at its April 6, 2021, meeting to revise the ULDC definition of “Height”, as worded in Section 2 herein; and

WHEREAS, the notice and hearing requirements for adoption of ordinances contained in the Florida Statutes and the Town’s Code of Ordinances have been satisfied; and

WHEREAS, the Town Council has conducted public hearings for the amendment of Article 10 Section 10-15 Definitions: and

WHEREAS, the Town Council finds that the adoption of this ordinance to revise the definition of “Height” in ULDC Article 10 Section 10-15 Definitions is consistent with the Town’s Comprehensive Plan, and in the best health and welfare interests of the Town, its property owners, and residents.

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

Section 1: That the foregoing “WHEREAS” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance.

Section 2: That the Town Council of the Town of Loxahatchee Groves, hereby amends the definition of the term “Height” in Article 10 Section 10-15 Definitions of the ULDC to read as follows:

“Height. For all buildings and structures, except as provided below, the vertical distance from the highest point of finished grade at the location of the building pad to the highest point of the roof surface for a flat roof, to the deck line for a mansard roof, to the mean height level between eaves and ridge for gable, hip, and gambrel roofs, and to the highest point of any non-roofed structure, ~~provided that any portion of the finished grade exceeding ten feet N.V.G.D. shall be included in the height calculation.~~ Sign height is defined within Article 90, “Signs.” ~~For structures other than buildings and signs, height shall be the vertical distance from the finished grade below the structure to the highest point of the structure, provided that the~~ The height calculation of structures placed on berms shall include the height of the berm”.

Section 3: Conflicts. All Ordinances or parts of Ordinances, Resolutions, or parts of Resolutions in conflict herewith, are hereby repealed to the extent of such conflict.

Section 4: 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 affecting the validity of the remaining portions or applications remaining in full force and effect.

Section 5: Codification. It is the intention of the Town Council of the Town of Loxahatchee Groves that the provisions of this Ordinance shall become and be made part of the Unified Land Development Code of the Town of Loxahatchee Groves, Florida, that the sections of this ordinance may be renumbered, re-lettered, and the word “Ordinance” may be changed to “Section”, “Article” or such other word or phrase in order to accomplish such intention.

Section 6: Effective Date. This ordinance shall become effective as provided by law.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS 6th DAY OF JULY 2021.

Council Member Maniglia offered the foregoing ordinance. Council Member

Danowski seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Robert Shorr, MAYOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Danowski, VICE MAYOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phillis Maniglia, COUNCIL MEMBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marge Herzog, COUNCIL MEMBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marianne Miles, COUNCIL MEMBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, ON SECOND READING AND PUBLIC HEARING, THIS 3rd DAY OF AUGUST 2021.

Council Member Maniglia offered the foregoing ordinance. Council Member Herzog seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Robert Shorr, MAYOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Danowski, VICE MAYOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phillis Maniglia, COUNCIL MEMBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marg Herzog, COUNCIL MEMBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marianne Miles, COUNCIL MEMBER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Lakisha Burch
Lakisha Burch-, Town Clerk

Robert Shorr
Robert Shorr-, Mayor

Laura Danowski
Laura Danowski-, Vice Mayor

Phillis Maniglia
Phillis Maniglia, Council Member

APPROVED AS TO LEGAL FORM:

Elaine V. Landon
Town Attorney

Marge Herzog
Marge Herzog, Council Member

Marianne Miles
Marianne Miles, Council Member

**Town of Loxahatchee Groves, Florida
Staff Report: Definition of Height ULDC Text Amendment.**

Ordinance 2021 – 06

PREPARED BY Jim Fleischmann

August 3, 2021

SUBJECT: Revision of the ULDC definition of the term “Height”.

1. BACKGROUND:

At the April 6, 2021, Town Council meeting while considering approval of the Lockhart Self-Storage Site Plan, there was a discussion of the definition of “Height”, as it occurs in Article 10 *Definitions, Abbreviations and Construction of Terms* Section 10-15 *Definitions* of the Town’s ULDC. The definition currently reads as follows:

“Height. For all buildings and structures, except as provided below, the vertical distance from the highest point of finished grade at the location of the building pad to the highest point of the roof surface for a flat roof, to the deck line for a mansard roof, to the mean height level between eaves and ridge for gable, hip and gambrel roofs, and to the highest point of any non-roofed structure, provided that any portion of the finished grade exceeding ten feet N.V.G.D. shall be included in the height calculation. Sign height is defined within Article 90, “Signs.” For structures other than buildings and signs, height shall be the vertical distance from the finished grade below the structure to the highest point of the structure, provided that the height calculation of structures placed on berms shall include the height of the berm”.

Staff was directed by Council to prepare an ordinance that more closely resembled that of Palm Beach County.

2. CURRENT ACTIVITY:

The Town Council, at its meeting on July 6, 2010, approved the following revised definition, of height, as presented in Ordinance 2021-06, on First Reading.

“Height. For all buildings and structures, except as provided below, the vertical distance from the highest point of finished grade at the location of the building pad to the highest point of the roof surface for a flat roof, to the deck line for a mansard roof, to the mean height level between eaves and ridge for gable, hip and gambrel roofs, and to the highest point of any non-roofed structure, provided that any portion of the finished grade exceeding ten feet N.V.G.D. shall be included in the height calculation. Sign height is defined within Article 90, “Signs.” For structures other than buildings and signs, height shall be the vertical distance from the finished grade below the structure to the highest point of the structure, provided that the The height calculation of structures placed on berms shall include the height of the berm

3. ATTACHMENT: Ordinance 2021-06

4. STAFF RECOMMENDATION: Approval of Ordinance 2021-06 on Second Reading.