

Town of Loxahatchee

Budget to Actual

FY2026 10/1/2025 - 3/31/2026

	October	November	December	January	February	March	YTD	Budgeted	Remaining	Percent Used	Percent Remaining	Method	6 Month Projection	
001 - General Fund														
REVENUES														
001-01-31-311-31000	Ad Valorem Taxes	\$15,270	\$240,655	\$1,223,329	\$260,773	\$81,239	\$68,678	\$1,889,944	\$2,062,191	\$172,247.32	92%	8.35%	Budget	\$ 2,062,191.00
001-01-31-314-31410	Electric Utility Tax	\$52,179	\$46,889	\$34,481	\$44,193	\$39,188	\$35,768	\$252,698	\$442,900	\$190,201.55	57%	42.94%	SL	\$ 505,396.90
001-01-31-314-31480	Utility Service Tax- Propane	\$546	\$1,417	\$683	\$983	\$1,138	\$3,339	\$8,106	\$16,480	\$8,374.26	49%	50.81%	SL	\$ 16,211.48
001-01-31-315-31500	Communication Services	\$0	\$10,643	\$11,016	\$12,241	\$11,879	\$12,451	\$58,230	\$97,850	\$39,620.17	60%	40.49%	SL	\$ 116,459.66
001-01-31-316-31600	Local Business Tax	\$26,375	\$1,075	\$5,124	\$382	\$925	\$12,684	\$46,565	\$101,000	\$54,434.76	46%	53.90%	Budget	\$ 101,000.00
001-01-32-323-31900	Other Gen Govt Charges and Fees	\$0	\$450	\$0	\$0	\$0	\$450	\$0	\$0	(\$450.00)	0%	0.00%	SL	\$ 900.00
001-01-32-323-32310	FPL Franchise Fee	(\$51,871)	\$41,597	\$100,398	\$30,487	\$28,843	\$29,266	\$178,721	\$339,900	\$161,179.01	53%	47.42%	SL	\$ 357,441.98
001-01-32-323-32330	PBC Water Utility Franchise	\$3,363	\$3,559	\$11,883	\$11,808	\$6,344	\$3,783	\$40,740	\$31,930	(\$8,809.57)	128%	(27.59%)	SL	\$ 81,479.14
001-01-32-323-32360	PBC Sewer Utility Franchise	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,390	\$13,390.00	0%	100.00%	SL	\$ -
001-01-32-323-32370	Solid Waste Franchise	\$19,269	\$20,224	\$1,743	\$1,795	\$17,365	\$17,891	\$78,287	\$231,750	\$153,463.43	34%	66.22%	SL	\$ 156,573.14
001-01-32-323-32390	Hauler's Franchise Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,300	\$10,300.00	0%	100.00%	SL	\$ -
001-01-32-323-32900	Other Permits Fees and Special Assessme	\$234	\$1,250	\$234	\$0	\$0	\$0	\$1,718	\$0	(\$1,718.10)	0%	0.00%	SL	\$ 3,436.20
001-01-32-329-32900	Building Permits	\$31,132	\$13,214	\$10,190	\$23,219	\$8,503	\$40,310	\$126,568	\$300,000	\$173,431.65	42%	57.81%	SL	\$ 253,136.70
001-01-32-329-32901	Other Permits	\$656	\$0	\$8,000	\$1,350	\$5,176	\$11,396	\$26,579	\$0	(\$26,578.70)	0%	0.00%	SL	\$ 53,157.40
001-01-32-329-32902	RV Registrations	\$601	\$0	\$300	\$1,300	\$600	\$300	\$3,101	\$20,200	\$17,099.04	15%	84.65%	SL	\$ 6,201.92
001-01-32-329-32903	Floodplain Development Application	\$750	\$750	\$0	\$750	\$1,000	\$500	\$3,750	\$12,360	\$8,610.00	30%	69.66%	SL	\$ 7,500.00
001-01-32-329-32905	Alarm Registration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,150	\$5,150.00	0%	100.00%	SL	\$ -
001-01-32-329-32906	Right of Way Permit	\$2,500	\$3,000	\$0	\$0	\$0	\$0	\$5,500	\$1,030	(\$4,470.00)	534%	(433.98%)	SL	\$ 11,000.00
001-01-32-341-34135	Administrative Charge Dependent Distric	\$15,093	\$15,093	\$15,093	\$15,093	\$15,093	\$15,093	\$90,558	\$181,125	\$90,567.00	50%	50.00%	Budget	\$ 181,125.00
001-01-33-335-35120	Municipal Revenue Sharing	\$6,799	\$6,799	\$6,799	\$6,613	\$6,613	\$6,613	\$40,237	\$87,241	\$47,004.22	46%	53.88%	SL	\$ 80,473.56
001-01-33-335-35150	Alcoholic Beverage License Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,180	\$6,180.00	0%	100.00%	Budget	\$ 6,180.00
001-01-33-335-35180	Half Cent Sales Tax	\$0	\$25,045	\$25,057	\$27,351	\$32,483	\$28,519	\$138,455	\$344,638	\$206,183.48	40%	59.83%	SL	\$ 276,909.04
001-01-34-341-34000	General Government Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,270	\$9,270.00	0%	100.00%	Budget	\$ 9,270.00
001-01-34-341-34020	General Government Charges--Lien Searc	\$726	\$754	\$550	\$900	\$350	\$1,652	\$4,932	\$0	(\$4,932.00)	0%	0.00%	SL	\$ 9,864.00
001-01-34-341-34100	Credit Card Surcharge	\$2,126	\$862	\$1,015	\$1,177	\$1,018	\$1,221	\$7,418	\$10,300	\$2,881.74	72%	27.98%	SL	\$ 14,836.52
001-01-34-341-34180	Planning and Zoning Fees	\$250	\$0	\$750	\$250	\$250	\$250	\$1,750	\$56,650	\$54,900.00	3%	96.91%	SL	\$ 3,500.00
001-01-34-341-34181	Zoning Review of Building Permits	\$0	\$250	\$0	\$0	\$0	\$0	\$250	\$0	(\$250.00)	0%	0.00%	SL	\$ 500.00
001-01-34-341-34182	Pre Application Meetings	\$0	\$550	\$1,000	\$75	\$0	\$550	\$2,175	\$0	(\$2,175.00)	0%	0.00%	SL	\$ 4,350.00
001-01-34-341-34190	Cost Recovery Fees	\$49,656	\$32,038	\$11,960	\$12,049	\$5,334	\$737	\$111,773	\$227,700	\$115,927.06	49%	50.91%	SL	\$ 223,545.88
001-01-34-341-34195	Cost Recovery Admin Fee	\$1,209	\$788	\$338	\$284	\$927	\$147	\$3,693	\$0	(\$3,693.36)	0%	0.00%	SL	\$ 7,386.72
001-01-35-351-35150	Court Fines	\$771	\$1,213	\$669	\$743	\$600	\$803	\$4,799	\$5,150	\$351.06	93%	6.82%	Budget	\$ 5,150.00
001-01-35-351-35160	Red Speed Fines	\$7,268	\$76,567	\$99,758	\$17,856	\$2,852	\$2,046	\$206,347	\$0	(\$206,347.00)	0%	0.00%	YTD	\$ 206,347.00
001-01-35-354-35400	Code Enforcement Fines	\$0	\$0	\$100	\$1,125	\$100	\$0	\$1,325	\$11,330	\$10,005.00	12%	88.31%	SL	\$ 2,650.00
001-01-35-354-35420	Veg Permit Filing Fee	\$0	\$0	\$0	\$2,000	\$0	\$0	\$2,000	\$0	(\$2,000.00)	0%	0.00%	SL	\$ 4,000.00
001-01-36-361-36110	Interest	\$1,473	\$592	\$0	\$5,648	\$5,437	\$4,763	\$17,913	\$60,770	\$42,857.41	29%	70.52%	SL	\$ 35,825.18
001-01-36-369-36990	Other Miscellaneous Revenue	\$1,159	\$6,609	\$0	\$1,236	\$3,100	\$0	\$12,104	\$1,030	(\$11,073.82)	1,175%	(1,075.13%)	SL	\$ 24,207.64
001-01-38-381-38100	Transfer from Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105,431	\$105,431.00	0%	100.00%	Budget	\$ 105,431.00
001-14-36-361-36110	Interest for FMIVT	\$383	\$595	\$605	\$441	\$474	\$89	\$2,587	\$0	(\$2,586.59)	0%	0.00%	SL	\$ 5,173.18
001-28-34-341-34000	General Gov't Charges	\$0	\$0	\$0	\$400	\$200	\$200	\$800	\$0	(\$800.00)	0%	0.00%	SL	\$ 1,600.00
Total Revenues		\$187,918	\$552,478	\$1,571,075	\$482,521	\$277,030	\$299,048	\$3,370,071	\$4,793,246	\$1,423,175.02	70%	29.69%		\$ 4,940,410.24
EXPENSES														

		October	November	December	January	February	March	YTD	Budgeted	Remaining	Percent Used	Percent Remaining	Method	6 Month Projection
001-10-51-511-51200	Regular Salaries	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$3,750	\$22,500	\$45,000	\$22,500.00	50%	50.00%	Budget	\$ 45,000.00
001-10-51-511-52100	FICA Taxes	\$312	\$309	\$309	\$309	\$309	\$309	\$1,857	\$3,715	\$1,857.52	50%	50.00%	Calc	\$ 3,442.50
001-10-51-511-53100	Lobbying Services	\$12,917	\$12,917	\$12,917	\$12,917	\$12,917	\$7,500	\$72,083	\$77,250	\$5,166.70	93%	6.69%	SL	\$ 144,166.60
001-10-51-511-54000	Travel	\$89	\$0	\$617	\$0	\$0	\$0	\$706	\$5,250	\$4,544.15	13%	86.56%	SL	\$ 1,411.70
001-10-51-511-55400	Books, Publications, Subscriptions	\$2,217	\$17	\$17	\$17	\$17	\$0	\$2,285	\$5,250	\$2,965.05	44%	56.48%	Budget	\$ 5,250.00
001-10-51-511-55500	Education & Training	\$1,700	\$664	\$200	\$1,035	\$0	\$325	\$3,924	\$3,150	(\$774.00)	125%	(24.57%)	Budget	\$ 3,150.00
001-10-51-511-58200	Special Events/ Contributions	\$1,652	\$4,608	\$787	\$0	\$72	\$0	\$7,119	\$10,500	\$3,380.66	68%	32.20%	Budget	\$ 10,500.00
001-12-51-512-51200	Regular Salaries	\$23,978	\$36,720	\$21,610	\$20,599	\$20,462	\$22,228	\$145,597	\$292,000	\$146,403.06	50%	50.14%	Budget	\$ 292,000.00
001-12-51-512-51400	Overtime	\$1,260	\$2,221	\$258	\$0	\$0	\$0	\$3,739	\$8,000	\$4,261.45	47%	53.27%	SL	\$ 7,477.10
001-12-51-512-52100	FICA Taxes	\$1,887	\$3,000	\$1,764	\$1,623	\$1,550	\$1,683	\$11,507	\$23,360	\$11,852.78	49%	50.74%	Calc	\$ 22,910.00
001-12-51-512-52200	Retirement FRS	\$4,167	\$37,900	\$2,757	\$2,757	\$2,757	\$2,480	\$52,818	\$35,990	(\$16,827.55)	147%	(46.76%)	Calc	\$ 56,280.00
001-12-51-512-52300	Health and Life Insurance	(\$4,551)	(\$3,484)	(\$2,788)	\$1,229	\$1,495	\$1,456	(\$6,643)	\$15,295	\$21,937.84	(43%)	143.43%	Budget	\$ 15,295.00
001-12-51-512-52400	Worker's Compensation	\$208	\$208	\$208	\$208	\$208	\$208	\$1,250	\$2,500	\$1,250.02	50%	50.00%	Budget	\$ 2,500.00
001-12-51-512-53400	Other Services	\$0	\$2,143	\$0	\$0	\$0	\$0	\$2,143	\$33,089	\$30,945.60	6%	93.52%	SL	\$ 4,286.80
001-12-51-512-54000	Travel	\$0	\$0	\$0	\$208	\$0	\$0	\$208	\$5,150	\$4,942.02	4%	95.96%	Budget	\$ 5,150.00
001-12-51-512-54200	Postage and Freight	\$366	\$51	\$22	\$1,317	\$0	\$0	\$1,756	\$4,200	\$2,444.08	42%	58.19%	SL	\$ 3,511.84
001-12-51-512-54900	Other Operating Expenses (Misc.-Record	\$0	\$0	\$2	\$0	\$0	\$0	\$2	\$3,400	\$3,397.95	0%	99.94%	Budget	\$ 3,400.00
001-12-51-512-54930	Election Expense	\$0	\$671	\$0	\$0	\$0	\$2,160	\$2,831	\$21,000	\$18,169.50	13%	86.52%	Budget	\$ 21,000.00
001-12-51-512-54960	Legal Advertising	\$95	\$1,254	\$446	\$262	\$0	\$804	\$2,860	\$300	(\$2,560.32)	953%	(853.44%)	SL	\$ 5,720.64
001-12-51-512-55100	Office Supplies	\$4,979	\$2,112	\$2,009	\$3,107	\$396	\$254	\$12,856	\$5,500	(\$7,356.15)	234%	(133.75%)	SL	\$ 25,712.30
001-12-51-512-55400	Books, Publications, Subscriptions	\$904	\$1,191	\$1,384	\$1,953	\$1,324	\$2,638	\$9,394	\$6,300	(\$3,093.60)	149%	(49.10%)	SL	\$ 18,787.20
001-12-51-512-55500	Education & Training	\$208	\$0	\$0	\$0	\$877	\$0	\$1,085	\$250	(\$835.13)	434%	(334.05%)	SL	\$ 2,170.26
001-14-51-513-53110	Payroll Fees	\$1,004	\$699	\$440	\$1,198	\$1,185	\$456	\$4,981	\$9,450	\$4,468.63	53%	47.29%	SL	\$ 9,962.74
001-14-51-513-53200	Accounting and Auditing	\$9,675	\$9,675	\$9,675	\$9,675	\$9,675	\$15,925	\$64,300	\$133,750	\$69,450.00	48%	51.93%	SL	\$ 128,600.00
001-14-51-513-53300	Compliance Auditing	\$9,500	\$16,500	\$0	\$10,000	\$0	\$0	\$36,000	\$26,750	(\$9,250.00)	135%	(34.58%)	Actual	\$ 36,000.00
001-14-51-513-54910	Bank and Merchant Account Charges	(\$2,467)	\$1,091	\$1,834	\$1,316	\$1,261	\$1,245	\$4,280	\$10,500	\$6,220.03	41%	59.24%	SL	\$ 8,559.94
001-16-51-512-51200	Regular Salaries	\$11,268	\$16,356	\$10,904	\$10,939	\$10,939	\$10,939	\$71,344	\$143,160	\$71,815.58	50%	50.16%	SL	\$ 142,688.84
001-16-51-512-52100	FICA Taxes	\$845	\$1,225	\$817	\$864	\$830	\$777	\$5,358	\$10,713	\$5,355.30	50%	49.99%	Calc	\$ 10,915.70
001-16-51-512-52200	Retirement FRS	\$2,267	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$9,941	\$19,815	\$9,874.28	50%	49.83%	SL	\$ 19,881.44
001-16-51-512-52300	Health and Life Insurance	\$2,418	\$2,418	\$2,545	\$750	\$850	\$166	\$9,147	\$18,404	\$9,257.01	50%	50.30%	SL	\$ 18,293.98
001-16-51-512-52400	Worker's Compensation	\$42	\$42	\$42	\$42	\$42	\$42	\$250	\$500	\$249.98	50%	50.00%	Budget	\$ 500.00
001-16-51-512-54900	Other Operating Expenses (Misc.-Record	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500.00	0%	100.00%	Budget	\$ 2,500.00
001-16-51-512-55100	Office Supplies	\$0	\$0	\$0	\$0	\$2,086	\$0	\$2,086	\$2,500	\$413.73	83%	16.55%	Budget	\$ 2,500.00
001-16-51-512-55400	Books, Publications, Subscriptions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500.00	0%	100.00%	Budget	\$ 2,500.00
001-16-51-512-55500	Education & Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500.00	0%	100.00%	Budget	\$ 2,500.00

		October	November	December	January	February	March	YTD	Budgeted	Remaining	Percent Used	Percent Remaining	Method	6 Month Projection
001-16-51-514-53100	Legal Fees	\$0	\$0	\$2,700	(\$2,542)	\$0	\$1,700	\$1,858	\$20,000	\$18,141.55	9%	90.71%	Budget	\$ 20,000.00
001-18-51-515-51200	Regular Salaries	\$22,136	\$39,289	\$23,019	\$24,620	\$24,616	\$26,563	\$160,244	\$320,770	\$160,525.76	50%	50.04%	SL	\$ 320,488.48
001-18-51-515-51400	Overtime	\$2,037	\$1,722	\$358	\$0	\$0	\$0	\$4,117	\$9,000	\$4,882.80	46%	54.25%	SL	\$ 8,234.40
001-18-51-515-52100	FICA Taxes	\$1,837	\$3,126	\$1,786	\$1,964	\$1,880	\$1,980	\$12,572	\$25,358	\$12,785.69	50%	50.42%	Calc	\$ 25,147.30
001-18-51-515-52200	Retirement FRS	\$5,085	\$3,580	\$3,280	\$3,454	\$3,454	\$3,029	\$21,882	\$43,877	\$21,995.20	50%	50.13%	SL	\$ 43,763.60
001-18-51-515-52300	Health and Life Insurance	\$4,141	\$4,225	\$4,376	\$3,190	\$3,207	\$3,152	\$22,291	\$44,693	\$22,401.75	50%	50.12%	SL	\$ 44,582.50
001-18-51-515-52400	Worker's Compensation	\$333	\$333	\$333	\$333	\$333	\$333	\$2,000	\$4,000	\$2,000.02	50%	50.00%	Budget	\$ 4,000.00
001-18-51-515-53100	Building and Zoning Professional Service	\$6,700	\$5,500	\$6,000	\$5,000	\$5,200	\$6,000	\$34,400	\$94,500	\$60,100.00	36%	63.60%	SL	\$ 68,800.00
001-18-51-515-54000	Travel	\$0	\$0	\$0	\$0	\$618	\$0	\$618	\$5,250	\$4,632.00	12%	88.23%	Budget	\$ 5,250.00
001-18-51-515-54181	Building Permit Zoning Review	\$2,988	\$0	\$1,214	\$2,054	\$1,852	\$0	\$8,109	\$21,000	\$12,891.50	39%	61.39%	Budget	\$ 21,000.00
001-18-51-515-54920	Computer Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500	\$10,500.00	0%	100.00%	Budget	\$ 10,500.00
001-18-51-515-55100	Office Supplies	\$0	\$0	\$0	\$5,017	\$0	\$0	\$5,017	\$0	(\$5,017.29)	0%	0.00%	Actual	\$ 5,017.29
001-18-51-515-55200	Building Office Supplies	\$0	\$66	\$0	\$0	\$0	\$0	\$66	\$5,250	\$5,183.95	1%	98.74%	Budget	\$ 5,250.00
001-18-51-515-55400	Books, Publications, Subscriptions	\$0	\$589	\$589	\$1,559	\$0	\$0	\$2,738	\$3,150	\$411.84	87%	13.07%	SL	\$ 5,476.32
001-18-51-515-55500	Education and Training	\$0	\$0	\$0	\$126	\$0	\$0	\$126	\$3,150	\$3,024.27	4%	96.01%	Budget	\$ 3,150.00
001-20-51-515-53400	Other Services- Planning Process	\$0	\$0	\$0	\$0	\$5,000	\$10,000	\$15,000	\$0	(\$15,000.00)	0%	0.00%	Actual	\$ 15,000.00
001-20-51-515-53420	Comprehensive Plan	\$0	\$0	\$0	\$4,250	\$0	\$1,250	\$5,500	\$31,500	\$26,000.00	17%	82.54%	Budget	\$ 31,500.00
001-20-51-515-53450	Planning & Zoning Contract	\$497	\$3,263	\$2,390	\$5,829	\$7,500	\$1,308	\$20,787	\$59,464	\$38,677.15	35%	65.04%	SL	\$ 41,573.82
001-20-51-515-53451	Planner On Call	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500	\$12,500.00	0%	100.00%	Budget	\$ 12,500.00
001-20-51-515-53490	Cost Recovery Expenditures	\$10,092	\$5,538	\$4,913	\$7,388	\$4,621	\$4,042	\$36,594	\$204,930	\$168,336.34	18%	82.14%	Budget	\$ 204,930.00
001-20-51-515-53492	Pre Application Meeting Costs	\$0	\$306	\$0	\$0	\$0	\$0	\$306	\$0	(\$306.25)	0%	0.00%	Actual	\$ 306.25
001-20-51-515-54960	Legal Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,975	\$9,975.00	0%	100.00%	Budget	\$ 9,975.00
001-22-51-519-51200	Regular Salaries	\$17,049	\$20,456	\$15,157	\$15,382	\$16,852	\$14,694	\$99,588	\$199,555	\$99,966.56	50%	50.09%	SL	\$ 199,176.88
001-22-51-519-51400	Overtime	\$1,137	\$1,705	\$0	\$0	\$0	\$0	\$2,842	\$6,000	\$3,158.24	47%	52.64%	SL	\$ 5,683.52
001-22-51-519-52100	FICA Taxes	\$1,376	\$1,702	\$1,165	\$1,213	\$1,276	\$1,087	\$7,819	\$15,746	\$7,926.91	50%	50.34%	Calc	\$ 15,671.82
001-22-51-519-52200	Retirement FRS	\$2,760	\$1,986	\$1,925	\$1,858	\$2,159	\$2,356	\$13,044	\$26,465	\$13,421.23	49%	50.71%	SL	\$ 26,087.54
001-22-51-519-52300	Health and Life Insurance	\$2,460	\$2,783	\$2,815	\$513	\$535	\$520	\$9,626	\$18,208	\$8,581.57	53%	47.13%	SL	\$ 19,252.86
001-22-51-519-52400	Workers' Compensation	\$333	\$333	\$333	\$333	\$333	\$333	\$2,000	\$4,000	\$1,999.96	50%	50.00%	Budget	\$ 4,000.00
001-22-51-519-53101	Expert Witnesses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,665	\$2,665.00	0%	100.00%	Budget	\$ 2,665.00
001-22-51-519-53150	Special Magistrate	\$676	\$0	\$1,820	\$3,692	\$2,834	\$0	\$9,022	\$39,240	\$30,217.75	23%	77.01%	Budget	\$ 39,239.70
001-22-51-519-53400	Other Services - Code	(\$235)	\$0	\$0	\$0	\$0	\$0	(\$235)	\$3,150	\$3,384.50	(7%)	107.44%	Budget	\$ 3,150.00
001-22-51-519-53491	Code Compliance Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$2,500.00	0%	100.00%	Budget	\$ 2,500.00

		October	November	December	January	February	March	YTD	Budgeted	Remaining	Percent Used	Percent Remaining	Method	6 Month Projection
001-22-51-519-54100	Legal Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,250	\$5,250.00	0%	100.00%	Budget	\$ 5,250.00
001-22-51-519-54680	Vehicle Maintenance	\$0	\$0	\$0	\$4,655	\$0	\$0	\$4,655	\$525	(\$4,130.00)	887%	(786.67%)	SL	\$ 9,310.00
001-22-51-519-55210	Fuel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,625	\$2,625.00	0%	100.00%	Budget	\$ 2,625.00
001-22-51-519-55500	Education & Training	\$0	\$0	\$832	\$0	\$0	\$0	\$832	\$1,050	\$218.07	79%	20.77%	Budget	\$ 1,050.00
001-24-51-524-53400	Other Services	\$0	\$0	\$0	\$103	\$198	\$99	\$400	\$0	(\$400.00)	0%	0.00%	SL	\$ 800.00
001-24-51-524-55000	Education and Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500.00	0%	100.00%	Budget	\$ 1,500.00
001-24-51-524-55200	Office Supplies	\$0	\$77	\$0	\$0	\$0	\$0	\$77	\$0	(\$77.49)	0%	0.00%	SL	\$ 154.98
001-26-52-521-53410	Law Enforcement (PBSO)	\$56,350	\$56,463	\$823	\$1,926	(\$411)	\$696	\$115,846	\$120,000	\$4,153.97	97%	3.46%	Actual	\$ 115,846.03
001-28-51-512-51200	Regular Salaries	\$27,768	\$30,725	\$25,814	\$24,672	\$26,028	\$26,121	\$161,129	\$322,817	\$161,688.37	50%	50.09%	SL	\$ 322,257.26
001-28-51-512-52100	FICA Taxes	\$2,137	\$2,316	\$1,960	\$1,931	\$1,971	\$1,932	\$12,247	\$24,788	\$12,540.83	49%	50.59%	Calc	\$ 24,652.68
001-28-51-512-52200	Retirement FRS	\$3,061	\$2,222	\$2,140	\$2,159	\$3,346	\$3,232	\$16,159	\$35,665	\$19,505.83	45%	54.69%	SL	\$ 32,318.34
001-28-51-512-52300	Health and Life Insurance	\$1,669	\$2,647	\$2,368	\$4,418	\$4,418	\$4,418	\$19,939	\$42,000	\$22,061.49	47%	52.53%	SL	\$ 39,877.02
001-28-51-512-52400	Worker's Compensation	\$42	\$42	\$42	\$42	\$42	\$42	\$250	\$500	\$249.98	50%	50.00%	Budget	\$ 500.00
001-28-51-512-55100	Office Supplies	\$0	\$4,334	\$0	\$0	\$0	\$0	\$4,334	\$0	(\$4,334.00)	0%	0.00%	Actual	\$ 4,334.00
001-28-51-512-55400	Books, Publications, Subscriptions	\$0	\$209	\$98	\$159	\$278	\$0	\$744	\$0	(\$743.95)	0%	0.00%	SL	\$ 1,487.90
001-31-51-519-54103	Cellular Services, ADT, IP Phone,	\$354	\$0	\$62	\$0	\$2,674	\$0	\$3,090	\$7,875	\$4,785.39	39%	60.77%	Budget	\$ 7,875.00
001-31-51-519-54105	Website Costs	\$4,425	\$2,800	\$2,000	\$2,000	\$2,000	\$2,000	\$15,225	\$21,000	\$5,775.00	73%	27.50%	SL	\$ 30,450.00
001-31-51-519-54107	Internet Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,600	\$12,600.00	0%	100.00%	Budget	\$ 12,600.00
001-31-51-519-54109	Computer Services, Node (0), Office 365	\$2,405	\$5,608	\$900	\$5,540	\$3,454	\$3,752	\$21,660	\$43,756	\$22,095.81	50%	50.50%	Budget	\$ 43,755.76
001-31-51-519-54922	Computer Subscription Services	\$9,975	\$0	\$0	\$11,227	\$4,851	\$0	\$26,053	\$149,298	\$123,245.30	17%	82.55%	Budget	\$ 149,298.10
001-32-51-519-53400	Other Service- Janitorial and Maintenanc	\$4,145	\$575	\$2,360	\$700	\$3,280	\$1,928	\$12,988	\$25,000	\$12,011.90	52%	48.05%	Budget	\$ 25,000.00
001-32-51-519-54300	Utilities	\$157	\$160	\$162	\$162	\$160	\$162	\$964	\$11,770	\$10,806.00	8%	91.81%	Budget	\$ 11,770.00
001-32-51-519-54440	Rental and Leases - Equip, Storage, etc	\$1,516	\$800	\$3,916	\$2,045	\$535	\$454	\$9,266	\$13,910	\$4,643.68	67%	33.38%	Budget	\$ 13,910.00
001-32-51-519-54500	Insurance other than Workers' Compensi	\$7,746	\$13,612	\$7,746	\$7,746	\$2,703	\$7,746	\$47,299	\$92,950	\$45,651.45	51%	49.11%	Budget	\$ 92,950.00
001-32-51-519-54600	Repair and Maintenance - Building	\$0	\$90	\$300	\$0	\$0	\$0	\$390	\$12,175	\$11,785.00	3%	96.80%	Budget	\$ 12,175.00
001-90-51-519-59990	Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$555,000	\$555,000.00	0%	100.00%	NA	\$ -
001-90-51-519-59991	Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$173,500	\$173,500.00	0%	100.00%	NA	\$ -
001-90-58-581-59104	Transfer to Roads and Drainage	\$0	\$0	\$148,228	\$49,409	\$49,409	\$49,409	\$296,457	\$592,913	\$296,456.49	50%	50.00%	Budget	\$ 592,913.00
001-90-58-581-59305	Transfer to C.I.P Fund	\$0	\$0	\$45,561	\$15,187	\$15,187	\$15,187	\$91,122	\$182,244	\$91,122.00	50%	50.00%	Budget	\$ 182,244.00
001-90-58-581-59405	Transfer to Solid Waste Fund	\$0	\$0	\$26,662	\$8,887	\$8,887	\$8,887	\$53,324	\$106,648	\$53,324.01	50%	50.00%	Budget	\$ 106,648.00
Total Expenses		\$293,843	\$374,976	\$420,206	\$315,813	\$285,816	\$281,292	\$1,971,946	\$4,793,246	\$2,821,299.30	41%	58.86%		\$ 4,151,948.93

	October	November	December	January	February	March	YTD	Budgeted	Remaining	Percent Used	Percent Remaining	Method	6 Month Projection
101 - Transportation Fund													
REVENUES													
101-01-31-312-34100 1st Local option Fuel Tax (6c)	\$0	\$20,776	\$20,887	\$20,963	\$22,100	\$20,347	\$105,072	\$270,680	\$165,607.94	39%	61.18%	Budget	\$ 270,680.00
101-01-31-312-34200 2nd Local Option Fuel Tax(5c)	\$0	\$9,257	\$9,397	\$9,592	\$10,088	\$9,782	\$48,115	\$129,280	\$81,164.56	37%	62.78%	Budget	\$ 129,280.00
Total Revenues	\$0	\$30,032	\$30,283	\$30,555	\$32,188	\$30,129	\$153,188	\$399,960	\$246,772.50	38%	61.70%		\$ 399,960.00
EXPENSES													
101-40-58-581-59105 Transfer to Roads and Drainage	\$0	\$0	\$67,670	\$22,557	\$22,557	\$22,557	\$135,340	\$270,680	\$135,339.99	50%	50.00%	Budget	\$ 270,680.00
101-40-58-581-59305 Transfer to C.I.P Fund	\$0	\$0	\$32,320	\$10,773	\$10,773	\$10,773	\$64,640	\$129,280	\$64,640.01	50%	50.00%	Budget	\$ 129,280.00
Total Expenses	\$0	\$0	\$99,990	\$33,330	\$33,330	\$33,330	\$199,980	\$399,960	\$199,980.00	50%	50.00%		\$ 399,960.00

		October	November	December	January	February	March	YTD	Budgeted	Remaining	Percent Used	Percent Remaining	Method	6 Month Projection
103 - Local Option Sales Tax (L.O.S.T) Fund														
REVENUES														
103-01-31-312-31260	Sales Tax Infrastructure	\$0	\$36,260	\$20,716	\$22,581	\$42,967	\$21,821	\$144,344	\$75,000	(\$69,344.16)	192%	(92.46%)	YTD	\$ 144,344.16
103-14-36-361-36110	Interest for FMIVT	\$2,350	\$3,657	\$3,716	\$2,711	\$2,909	\$546	\$15,889	\$0	(\$15,889.06)	0%	0.00%	SL	\$ 31,778.12
Total Revenues		\$2,350	\$39,917	\$24,432	\$25,293	\$45,876	\$22,367	\$160,233	\$75,000	(\$85,233.22)	214%	(113.64%)		\$ 176,122.28
EXPENSES														
103-40-58-581-59305	Transfer to C.I.P Fund	\$0	\$0	\$18,750	\$6,250	\$6,250	\$6,250	\$37,500	\$75,000	\$37,500.00	50%	50.00%	Budget	\$ 75,000.00
Total Expenses		\$0	\$0	\$18,750	\$6,250	\$6,250	\$6,250	\$37,500	\$75,000	\$37,500.00	50%	50.00%		\$ 75,000.00

	October	November	December	January	February	March	YTD	Budgeted	Remaining	Percent Used	Percent Remaining	Method	6 Month Projection
105 - Water Control District													
REVENUES													
105-01-32-325-32510					\$500	\$0	\$500	\$30,000	\$29,500.00	2%	98.33%	Actual	\$ 500.00
105-01-32-325-32520	\$0	\$197,686	\$903,616	\$227,115	\$79,743	\$69,760	\$1,477,920	\$1,716,327	\$238,406.74	86%	13.89%	Budget	\$ 1,716,327.00
105-01-32-325-32522	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$85,816)	(\$85,816.00)	0%	100.00%	Budget	\$ (85,816.00)
105-01-32-325-36990	\$0	\$0	\$0	\$0	\$0	\$75	\$75	\$3,000	\$2,925.00	3%	97.50%	Budget	\$ 3,000.00
105-01-36-361-36110	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$3,000.00	0%	100.00%	Budget	\$ 3,000.00
105-01-36-369-36990	\$0	\$0	\$0	\$174	\$0	\$0	\$174	\$16,748	\$16,574.00	1%	98.96%	SL	\$ 348.00
105-01-38-381-38000	\$0	\$0	\$148,228	\$49,409	\$49,409	\$49,409	\$296,457	\$592,914	\$296,457.49	50%	50.00%	Budget	\$ 592,914.00
105-01-38-381-38100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$182,260	\$182,260.00	0%	100.00%	Budget	\$ 182,260.00
105-01-38-381-38111	\$0	\$0	\$67,670	\$22,557	\$22,557	\$22,557	\$135,340	\$270,680	\$135,339.99	50%	50.00%	Budget	\$ 270,680.00
Total Revenues	\$0	\$197,686	\$1,119,514	\$299,255	\$152,209	\$141,801	\$1,910,466	\$2,729,113	\$818,647.22	70%	30.00%		\$ 2,683,213.00
EXPENSES													
105-50-53-538-51200	\$43,291	\$53,960	\$38,271	\$35,371	\$39,041	\$40,148	\$250,081	\$545,462	\$295,380.73	46%	54.15%	Budget	\$ 545,462.00
105-50-53-538-51201	\$12,803	\$13,169	\$4,405	\$8,102	\$12,289	\$11,610	\$62,378	\$130,000	\$67,622.12	48%	52.02%	Budget	\$ 130,000.00
105-50-53-538-51400	\$278	\$2,373	\$380	\$0	\$0	\$0	\$3,031	\$5,000	\$1,968.85	61%	39.38%	SL	\$ 6,062.30
105-50-53-538-51401	\$3	\$743	\$0	\$0	\$0	\$0	\$745	\$2,000	\$1,254.58	37%	62.73%	SL	\$ 1,490.84
105-50-53-538-51500	\$462	\$462	\$154	\$0	\$0	\$0	\$1,078	\$2,500	\$1,422.00	43%	56.88%	SL	\$ 2,156.00
105-50-53-538-52100	\$2,754	\$4,000	\$2,745	\$2,811	\$3,023	\$3,007	\$18,339	\$36,479	\$18,140.08	50%	49.73%	Calc	\$ 42,191.61
105-50-53-538-52101	\$970	\$1,055	\$334	\$661	\$980	\$875	\$4,876	\$10,000	\$5,124.30	49%	51.24%	Calc	\$ 10,059.05
105-50-53-538-52200	\$10,954	\$5,877	\$5,057	\$4,582	\$4,630	\$10,549	\$41,649	\$82,496	\$40,846.85	50%	49.51%	Budget	\$ 82,496.00
105-50-53-538-52201	\$1,655	\$1,296	\$1,139	\$1,137	\$1,724	\$0	\$6,951	\$14,000	\$7,048.94	50%	50.35%	Budget	\$ 14,000.00
105-50-53-538-52300	\$11,088	\$8,318	\$12,657	\$13,456	\$17,836	\$17,836	\$81,191	\$170,589	\$89,397.60	48%	52.41%	SL	\$ 162,382.80
105-50-53-538-52301	(\$120)	(\$366)	(\$215)	\$1,998	\$1,879	\$4,168	\$7,343	\$15,000	\$7,657.23	49%	51.05%	SL	\$ 14,685.54
105-50-53-538-52400	\$3,188	\$3,188	\$3,188	\$3,188	\$3,188	\$3,188	\$19,125	\$38,250	\$19,125.00	50%	50.00%	Budget	\$ 38,250.00
105-50-53-538-53102	\$0	\$0	\$0	\$248	\$49	\$0	\$297	\$2,020	\$1,723.00	15%	85.30%	Budget	\$ 2,020.00
105-50-53-538-53200	\$0	\$7,500	\$0	\$10,000	\$0	\$0	\$17,500	\$26,750	\$9,250.00	65%	34.58%	Budget	\$ 26,750.00
105-50-53-538-53400	\$0	\$1,700	\$4,590	\$6,951	\$5,750	\$0	\$18,991	\$83,655	\$64,664.50	23%	77.30%	Budget	\$ 83,655.00
105-50-53-538-53480	\$0	\$0	\$0	\$0	\$0	\$300	\$300	\$17,600	\$17,300.00	2%	98.30%	Budget	\$ 17,600.00
105-50-53-538-54100	\$1,997	\$1,491	\$0	\$0	\$0	\$0	\$3,488	\$26,250	\$22,762.46	13%	86.71%	Budget	\$ 26,250.00
105-50-53-538-54300	\$3,902	\$0	\$1,089	\$1,842	\$6,697	\$0	\$13,529	\$22,050	\$8,520.66	61%	38.64%	SL	\$ 27,058.68
105-50-53-538-54440	\$3,783	\$1,095	\$0	\$90,477	\$0	\$0	\$95,354	\$70,250	(\$25,104.49)	136%	(35.74%)	Actual	\$ 95,354.49
105-50-53-538-54500	\$5,119	\$5,119	\$5,679	\$5,119	\$5,119	\$5,119	\$31,273	\$61,425	\$30,151.95	51%	49.09%	Budget	\$ 61,425.00
105-50-53-538-54680	\$15,687	\$28,789	(\$205)	\$1,493	\$1,174	\$789	\$47,727	\$98,700	\$50,972.72	48%	51.64%	Budget	\$ 98,700.00
105-50-53-538-54901	\$15,093	\$15,093	\$15,093	\$15,093	\$15,093	\$15,093	\$90,558	\$181,125	\$90,567.00	50%	50.00%	Budget	\$ 181,125.00
105-50-53-538-54910	\$0	\$0	\$1,817	\$134	\$0	\$0	\$1,950	\$33,568	\$31,617.92	6%	94.19%	Budget	\$ 33,568.00
105-50-53-538-54980	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500	\$10,500.00	0%	100.00%	Budget	\$ 10,500.00
105-50-53-538-55100	\$556	\$600	\$40	\$0	\$0	\$0	\$1,196	\$2,100	\$903.99	57%	43.05%	Budget	\$ 2,100.00
105-50-53-538-55210	\$3,172	\$2,093	\$2,995	\$1,147	\$0	\$0	\$9,405	\$52,500	\$43,094.60	18%	82.09%	Budget	\$ 52,500.00
105-50-53-538-55400	\$3,265	\$180	\$0	\$0	\$0	\$0	\$3,445	\$6,300	\$2,855.00	55%	45.32%	Budget	\$ 6,300.00
105-50-53-538-55500	\$953	\$265	\$529	\$0	\$0	\$0	\$1,747	\$16,800	\$15,053.46	10%	89.60%	Budget	\$ 16,800.00
105-50-53-538-57101	\$0	\$126,768	\$0	\$0	\$0	\$0	\$126,768	\$130,000	\$3,232.40	98%	2.49%	Actual	\$ 126,767.60
105-50-54-541-53400	\$6,126	\$1,881	\$41,062	\$2,626	\$800	\$823	\$53,318	\$160,065	\$106,746.98	33%	66.69%	Budget	\$ 160,065.00
105-50-54-541-54670	\$242	\$877	\$0	\$3,168	\$0	\$7,676	\$11,963	\$64,981	\$53,018.17	18%	81.59%	Budget	\$ 64,981.00
105-50-54-541-55200	\$1,549	\$326	\$1,074	\$0	\$80	\$3	\$3,031	\$25,750	\$22,718.93	12%	88.23%	Budget	\$ 25,750.00
105-50-54-541-55300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,169	\$27,169.00	0%	100.00%	Budget	\$ 27,169.00
105-50-54-541-55310	\$20,346	\$1,100	\$4,475	\$0	\$0	\$4,475	\$30,396	\$348,322	\$317,926.30	9%	91.27%	Budget	\$ 348,322.00
105-50-54-541-59991	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$209,457	\$209,457.00	0%	100.00%	NA	\$ -
Total Expenses	\$169,113	\$288,950	\$146,351	\$209,602	\$119,351	\$125,656	\$1,059,023	\$2,729,113	\$1,670,089.83	39%	61.20%		\$ 2,543,996.91

	October	November	December	January	February	March	YTD	Budgeted	Remaining	Percent Used	Percent Remaining	Method	6 Month Projection
305 - Capital Improvement Project (C.I.P) Fund													
REVENUES													
305-01-38-381-38100							\$0	\$2,186,377	\$2,186,376.88	0%	100.00%	Budget	\$ 2,186,376.88
305-01-38-381-38110			\$45,561	\$15,187	\$15,187	\$15,187	\$91,122	\$182,244	\$91,122.00	50%	50.00%	Budget	\$ 182,244.00
305-01-38-381-38111			\$32,320	\$10,773	\$10,773	\$10,773	\$64,640	\$129,280	\$64,640.01	50%	50.00%	Budget	\$ 129,280.00
305-01-38-381-38112			\$18,750	\$6,250	\$6,250	\$6,250	\$37,500	\$75,000	\$37,500.00	50%	50.00%	Budget	\$ 75,000.00
Total Revenues	\$0	\$0	\$96,631	\$32,210	\$32,210	\$32,210	\$193,262	\$2,572,901	\$2,379,638.89	8%	92.49%		\$ 2,572,900.88
EXPENSES													
305-60-53-538-56334	\$0	\$97,264	\$0	\$1,075	\$10,200	\$28,970	\$137,508	\$277,345	\$139,836.64	50%	50.42%	Budget	\$ 277,344.99
305-60-53-538-56337	\$29,182	\$53	\$4,803	\$9,265	\$3,300	\$107,274	\$153,877	\$376,653	\$222,775.90	41%	59.15%	SL	\$ 307,754.20
305-60-53-538-56349	\$0	\$270	\$1,715	\$0	\$0	\$0	\$1,985	\$0	(\$1,985.00)	0%	0.00%	Actual	\$ 1,985.00
305-60-53-538-56351	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$192,374	\$192,374.00	0%	100.00%	Budget	\$ 192,374.00
305-60-54-541-56106	\$54,760	\$0	\$0	\$0	\$0	\$0	\$54,760	\$118,944	\$64,184.10	46%	53.96%	Budget	\$ 118,944.10
305-60-54-541-56157	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,779	\$37,779.18	0%	100.00%	Budget	\$ 37,779.18
305-60-54-541-56159	\$0	\$0	\$150	\$0	\$0	\$0	\$150	\$0	(\$150.00)	0%	0.00%	Actual	\$ 150.00
305-60-54-541-56160	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500	\$0	(\$2,500.00)	0%	0.00%	Actual	\$ 2,500.00
305-60-54-541-56161	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74,270	\$74,269.74	0%	100.00%	Budget	\$ 74,269.74
305-60-54-541-56200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000.00	0%	100.00%	Budget	\$ 10,000.00
305-60-54-541-56300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,586	\$20,585.70	0%	100.00%	Budget	\$ 20,585.70
305-60-54-541-56322	\$28,786	\$0	\$0	\$0	\$0	\$0	\$28,786	\$172,364	\$143,577.92	17%	83.30%	SL	\$ 57,571.20
305-60-54-541-56324	\$0	\$0	\$0	\$3,300	\$0	\$0	\$3,300	\$0	(\$3,300.00)	0%	0.00%	Actual	\$ 3,300.00
305-60-54-541-56325	\$432	\$13,932	\$6,966	\$0	\$0	\$0	\$21,330	\$0	(\$21,329.99)	0%	0.00%	Actual	\$ 21,329.99
305-60-54-541-56330	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000.00	0%	100.00%	Budget	\$ 10,000.00
305-60-54-541-56331	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000.00	0%	100.00%	Budget	\$ 10,000.00
305-60-54-541-56334	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$361,816	\$361,816.22	0%	100.00%	Budget	\$ 361,816.22
305-60-54-541-56335	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$157,476	\$157,476.00	0%	100.00%	Budget	\$ 157,476.00
305-60-54-541-56336	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72,738	\$72,738.00	0%	100.00%	Budget	\$ 72,738.00
305-60-54-541-56337	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72,738	\$72,738.00	0%	100.00%	Budget	\$ 72,738.00
305-60-54-541-56338	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43,641	\$43,641.00	0%	100.00%	Budget	\$ 43,641.00
305-60-54-541-56339	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$29,020	\$29,020.00	0%	100.00%	Budget	\$ 29,020.00
305-60-54-541-56342	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000.00	0%	100.00%	Budget	\$ 75,000.00
305-60-54-541-56343	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000.00	0%	100.00%	Budget	\$ 15,000.00
305-60-54-541-56345	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,192	\$58,192.27	0%	100.00%	Budget	\$ 58,192.27
305-60-54-541-56501	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000.00	0%	100.00%	Budget	\$ 20,000.00
305-60-58-581-57777	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$347,872	\$347,872.00	0%	100.00%	Budget	\$ 347,872.00
305-60-58-581-59991	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,093	\$19,093.00	0%	100.00%	NA	\$ -
Total Expenses	\$115,660	\$111,519	\$13,634	\$13,640	\$13,500	\$136,244	\$404,196	\$2,572,901	\$2,168,704.68	16%	84.29%		\$ 2,399,381.59

	October	November	December	January	February	March	YTD	Budgeted	Remaining	Percent Used	Percent Remaining	Method	6 Month Projection
405 - Solid Waste													
REVENUES													
405-01-32-325-32520													
Solid Waste Assessments	\$0	\$66,931	\$388,371	\$74,992	\$30,184	\$21,669	\$582,147	\$679,950	\$97,803.37	86%	14.38%	Budget	\$ 679,950.00
405-01-32-325-32522													
Discount Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$33,998)	(\$33,998.00)	0%	100.00%	Budget	\$ (33,998.00)
405-01-36-361-36110													
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000.00	0%	100.00%	Budget	\$ 2,000.00
405-01-38-381-38110													
Contribution from General Fund	\$0	\$0	\$26,662	\$8,887	\$8,887	\$8,887	\$53,324	\$106,648	\$53,324.01	50%	50.00%	Budget	\$ 106,648.00
Total Revenues	\$0	\$66,931	\$415,033	\$83,879	\$39,071	\$30,556	\$635,471	\$754,600	\$119,129.38	84%	15.79%		\$ 754,600.00
EXPENSES													
405-70-53-534-53409													
Other Sanitation Service	\$4,892	\$0	\$0	\$2,262	\$0	\$0	\$7,154	\$20,000	\$12,846.25	36%	64.23%	Budget	\$ 20,000.00
405-70-53-534-53440													
Solid Waste Contract	\$58,100	\$58,100	\$58,100	\$59,844	\$59,844	\$59,844	\$353,831	\$726,600	\$372,768.96	49%	51.30%	Budget	\$ 726,600.00
405-70-53-534-53480													
PBC Admin Fee 1%	\$0	\$0	\$0	\$0	\$0	\$300	\$300	\$0	(\$300.00)	0%	0.00%	Actual	\$ 300.00
405-70-53-534-59990													
Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,000	\$8,000.00	0%	100.00%	NA	\$ -
Total Expenses	\$62,992	\$58,100	\$58,100	\$62,106	\$59,844	\$60,144	\$361,285	\$754,600	\$393,315.21	48%	52.12%		\$ 746,900.00

* Excludes Amounts Designated as Contingency

Fund	Estimated Surplus/(Deficit)*
001 - General Fund	\$788,461.31
101 - Transportation Fund	\$0.00
103 - Local Option Sales Tax (L.O.S.T) Fund	\$101,122.28
105 - Water Control District	\$139,216.09
305 - Capital Improvement Project (C.I.P) Fund	\$173,519.29
405 - Solid Waste	\$7,700.00

5. Expansion and codification of rules for agenda preparation and order. The currently adopted rules give little direction with respect to the agenda preparation (See Rule 2.2) This lack of specificity has allowed Council to change the order of the meeting by practice and direction without the need to amend the governing resolution or ordinances. Public comment on non-agenda items has been specifically allowed for a certain time, for example 6 pm to 6:30 pm, permitted for a non-specific time at the beginning of the meeting or moved to the end of the agenda after all regular business was concluded and encouraged to be part of the workshop format. This is a matter the staff is seeking directions on.
6. It has been suggested the Council's policy on public records request limitation previously adopted be reviewed for possible revision, so that policy is before you.

In both the draft ordinance and rules and procedure language the proposed changes or sections for discussion are highlighted in yellow and the proposed language changes are shown in legislative format.

Recommendation:

Review and direction of the draft resolution and ordinance.

EXHIBIT A

FLORIDA CONSTITUTIONAL PROVISIONS RELATING TO COUNCIL MEETINGS

Article I Section 24 of the Florida Constitution states:

SECTION 24. Access to public records and meetings.—

(a) Every person has the right to inspect or copy any public record made or received in connection with the official business of any public body, officer, or employee of the state, or persons acting on their behalf, except with respect to records exempted pursuant to this section or specifically made confidential by this Constitution. This section specifically includes the legislative, executive, and judicial branches of government and each agency or department created thereunder; counties, municipalities, and districts; and each constitutional officer, board, and commission, or entity created pursuant to law or this Constitution.

(b) All meetings of any collegial public body of the executive branch of state government or of any collegial public body of a county, municipality, school district, or special district, at which official acts are to be taken or at which public business of such body is to be transacted or discussed, shall be open and noticed to the public and meetings of the legislature shall be open and noticed as provided in Article III, Section 4(e), except with respect to meetings exempted pursuant to this section or specifically closed by this Constitution.

(c) This section shall be self-executing. The legislature, however, may provide by general law passed by a two-thirds vote of each house for the exemption of records from the requirements of subsection (a) and the exemption of meetings from the requirements of subsection (b), provided that such law shall state with specificity the public necessity justifying the exemption and shall be no broader than necessary to accomplish the stated purpose of the law. The legislature shall enact laws governing the enforcement of this section, including the maintenance, control, destruction, disposal, and disposition of records made public by this section, except that each house of the legislature may adopt rules governing the enforcement of this section in relation to records of the legislative branch. Laws enacted pursuant to this subsection shall contain only exemptions from the requirements of subsections (a) or (b) and provisions governing the enforcement of this section, and shall relate to one subject.

(d) All laws that are in effect on July 1, 1993 that limit public access to records or meetings shall remain in force, and such laws apply to records of the legislative and judicial branches, until they are repealed. Rules of court that are in effect on the date of adoption of this section that limit access to records shall remain in effect until they are repealed.

EXHIBIT B

FLORIDA STATUTES SECTION 286.011 REQUIREMENTS FOR PUBLIC MEETINGS

Section 286.011 F.S. requires:

- (1) Meetings of Council be open to the public;
- (2) Reasonable notice of such meeting must be given; and
- (3) Minutes of the meetings must be taken and promptly recorded.

EXHIBIT C

TOWN ORDINANCES RELATED TO TOWN COUNCIL MEETINGS

The Town's Code of Ordinances provide in Sections 2-22 and 2-23 for the conduct of meetings:

- **Sec. 2-22. - Special meetings of town council.**

(a) The town clerk shall, at the request of the mayor or on written request of three or more council members, call special meetings of the town council by notifying, in writing, or otherwise, all of the members of the town council that a special meeting has been called and supplying said members with the time, date and place thereof.

(b) Except in cases of an emergency meeting, notification supplied to each town council member and the public, pursuant to this section, whether in writing or otherwise, must be received at least 72 hours prior to the scheduled time of said special meeting.

(c) Special meetings of the town council shall be called solely for specific and stated purposes only. It is the intention of the town council that no items shall be added to a special meeting agenda other than those items for which the meeting was called.

(Ord. No. 2008-04, § 2(2-1), 7-1-2008; [Ord. No. 2024-03](#), § 2, 6-4-2024)

- **Sec. 2-23. - Town council meetings generally.**

(a) *Ground rules for behavior of members of the town council.* The following shall constitute the guidelines for behavior to be adhered to by members of the town council in their respective roles as elected public officers of the town:

(1) Members of the town council shall:

- a. Forgive each other;
- b. Each conduct themselves with dignity;
- c. Agree to disagree with each other; and
- d. Show respect for the points of view of other members of the town council.

(2) Members of the town council shall not:

- a. Falsely accuse another member of the town council of wrongdoing;
- b. Criticize each other in a rancorous or unprofessional manner;

- c. Make personal attacks on another member of the town council or a member of the public; or
- d. Individually act without the support of the town council.

(b) *Procedures and scope.*

(1) The Charter of the town provides that the town council may determine its own rules of procedure. All other municipal meetings shall be conducted in accordance with the procedural requirements as established by resolution of the town council or, if no resolution exists or it is silent on a matter of procedure, Roberts Rules of Order shall apply, said rules of order being incorporated into this section by reference.

(2) The town council, the town manager, the town clerk, and the public shall be governed by the terms, conditions, and provisions of this section as the basis and framework for procedures of the town council as well as any supplemental rules of procedure, decorum, and order adopted by resolution of town council.

(3) Members of the town council and other public officers attending or participating in any regular or special meeting of the town council shall abide by the standards of conduct and values set forth in the Town of Loxahatchee Groves Code of Ethics for Public Officers.

(c) *Agenda.* The town clerk shall prepare the agenda for each town council meeting. Citizens requesting to address the town council may be scheduled on the agenda by giving to the town clerk's office their name, address, phone number and subject on which they wish to address the town council pursuant to subsection (f) of this section.

(d) *Duties and responsibilities of mayor.*

(1) The mayor or presiding officer at any regular or special meeting of the town council shall only introduce agenda items by the agenda item number and the brief title as listed on the agenda with no further explanation or comment. Thereafter, the mayor or presiding officer may call on the town manager, and the town manager or his designee shall furnish a brief explanation of the item under consideration. The item shall then be opened for public hearing or discussion by the town council as required for the particular item under the time limits imposed by this section.

(2) Any comments or questions by the attending public shall be directed to the mayor or presiding officer. Members of the town council shall direct all comments and questions on the subject matter being discussed to the mayor or presiding officer only and shall not engage in cross conversations with other members of the

Sections 2-22 & 2-23

public or direct any questions to other members of the town council or to the public. The mayor or presiding officer shall not unreasonably withhold or delay recognition of any member of the town council desiring to speak. The mayor or presiding officer shall recognize other members of the town council in rotation and not call on any member a second and subsequent time until such time as all members of the town council shall have had the opportunity to speak.

(3) If the mayor or presiding officer desires to participate in a discussion, he shall do so only when the speaking member of the town council has relinquished the floor. The mayor or presiding officer shall not interrupt a speaking member of the town council for the purpose of comment.

(4) The mayor or presiding officer shall not use his power as chair to dominate debate or discussion, nor shall the mayor or presiding officer unreasonably cut short or prolong any debate, discussion, or taking of a vote.

(5) Motions to change the order of business shall require a majority vote of the town council.

(6) A member of the town council may not reintroduce any discussion item that has failed due to lack of second for at least six months after the motion failed, unless either an emergency exists and the public business requires reconsideration of the item, or a member of the town council who was on the prevailing side of the prior vote, introduces the discussion item for reconsideration.

(7) The mayor or presiding officer, in consultation with the town attorney, shall make rulings on parliamentary procedure. At least three votes of members of the town council are required to overrule the mayor or presiding officer on rulings of parliamentary procedure.

(8) The mayor or presiding officer may, during town council proceedings, request that the town council move on to the next item on the meeting agenda by voting or otherwise.

(e) *Time of meetings.* All regularly scheduled meetings of the town council shall begin at such time as is established by resolution of the town council.

(f) *Town council discussion.*

(1) Discussion by a member of the town council shall not be limited, unless a motion to limit debate is made and adopted. Each member of the town council shall be afforded the opportunity to offer rebuttal to each item discussed. A motion to limit debate shall take precedence over all motions, except a motion to adjourn, a

Sections 2-22 & 2-23

point of order, or a motion to table. The motion to limit debate shall not be debated and, to be adopted, shall require an affirmative vote of at least supermajority of the members of the town council present.

(2) Each member of the town council and the public who desires to speak shall address the mayor or presiding officer, and upon recognition by the mayor or presiding officer, shall confine himself to the issues under debate, avoiding all personalities and indecorous language.

(3) Members of the town council shall not interrupt anyone who has the floor, unless it is to call the meeting to order, or as otherwise provided in this section. If a member of the town council desires to direct questions to another member of the town council or the public, the questions shall be directed to the mayor or presiding officer who in turn will recognize the individual who wishes to answer the specific question. If a member of the town council wishes to direct a question to town staff, the question shall be directed to the town manager, through the mayor, who will, in turn, recognize such member of town staff.

(4) While the town council is in session, members of the town council and the public present at the meeting shall not, by conversation or otherwise, delay or interrupt the proceedings, nor the peace of the town council.

(5) Members of the town council may request that the mayor or presiding officer recess the public meeting.

(g) *Public comments.* Subject to the waiver rule contained within this section, public comments shall be limited to three minutes. The town clerk shall be charged with the responsibility of notifying each citizen when said time limit has expired.

(h) *Waiver of rules.* By majority vote, the town council may waive the proscriptions otherwise outlined in the section or in any resolution adopted pursuant to subsection [2-23\(g\)\(2\)](#).

(i) *Decorum to be maintained.* Order shall be maintained at each town council meeting and the mayor is hereby empowered to order from the room any citizen who refuses to comply with the rules and regulations outlined in this section.

(1) It shall be unlawful for any individual or member of the town council to disturb or disrupt a meeting of the town council or refuse to obey the orders of the mayor or presiding officer in the conduct of the meeting. Any individual or member of the town council who causes a disturbance of the meeting shall be warned by the mayor or presiding officer or, alternatively, by a majority vote of the town council,

with dispatch, that the conduct is interfering or disturbing the order of the meeting and shall be given the opportunity to cease the conduct constituting an interruption or disturbance. If, after sufficient warning, the individual or member of the town council fails to cease the offending conduct and continues to interrupt or disturb the meeting, the individual or member of the town council shall be removed from the meeting by an authorized law enforcement officer or his authorized agent in attendance at the meeting if so directed by the mayor or presiding officer. Once removed, the individual or member of the town council shall be barred from further audience for the remainder of the meeting.

(2) In the event the mayor or presiding officer shall fail to act, any member of the town council may move to require the mayor or presiding officer to act to enforce the rules of this section, and the affirmative vote of a majority of the members of the town council present at that time shall require the mayor or presiding officer to act.

(3) If the audience or a part thereof becomes unruly, the mayor is empowered to either recess or adjourn the meeting.

(4) Any individual or member of the town council who, at a town council or board meeting, willfully interrupts or disturbs such meeting in violation of F.S. § 871.01, entitled "Disturbing Schools and Religious and Other Assemblies," is subject to arrest by those law enforcement officers present. No action by the mayor or presiding officer is required for a law enforcement officer to enforce F.S. § 871.01. The mayor and town council shall be guided by the following definitions/elements of disturbance under the aforementioned statute:

- a. To commit an offense under F.S. § 871.01, a person must have deliberately acted to create a disturbance. That is, he must act with the intention that his behavior impede the successful functioning of the assembly in which he has intervened, or with reckless disregard of the effect of his behavior;
- b. The acts complained of must be such that a reasonable person would expect them to be disruptive; and
- c. The acts must, in fact, significantly disturb the assembly.

(5) In addition to any other remedy provided by law, a violation of this subsection (i) may be prosecuted as a municipal ordinance violation through the issuance of a notice to appear, served on the violator as set forth in Rule 3.125, Florida Rules of Civil Procedure, as amended from time to time.

Sections 2-22 & 2-23

(j) *Expression of opinion.* Nothing herein shall be construed to limit any member of the public from expressing their opinions outside of a public meeting or by expressing their opinions in written form to the town council.

(k) *Application to town boards.* The provisions of this section also apply to the various town boards provided for in this Code or created by the town council. Town council may adopt by resolution supplemental rules of procedure, decorum and order that apply to town boards.



TOWN OF LOXAHATCHEE GROVES
Administrative Policies and Procedures
Town Clerk's Office
Adopted via Resolution No. 2025-63

EXECUTIVE SUMMARY

Subject: Public Records Requests Policy

References: Chapter 119, Florida State Statutes
Government-in-the-Sunshine-Law

Purpose: The Town of Loxahatchee Groves, Florida (the “Town”) fully embraces the letter and spirit of the Florida Public Records Law, Chapter 119, F.S., governing the public’s right to access records held by the Town, and the constitutional right of access guaranteed by Article I, § 24(a) of the Florida Constitution. In support of the public’s right to access such records, the Town hereby establishes the following Public Records Policy (the “Policy”). The guidelines established below are set forth to inform and guide Town Staff in the implementation of the Public Records Law and provide uniformity in providing access and charging fees for inspection and copies of public records. Additionally, the guidelines set forth below are designed to ensure that public records requested are timely compiled, reviewed, and redacted, if necessary, to prevent the inadvertent disclosure of certain information made confidential and/or exempt pursuant to state law.

**Custodian
of Records:** General / Non-Law Enforcement Records
Town Clerk’s Office
155 F. Road
Loxahatchee Groves, Florida 33470
Phone: (561) 807-6672
pr@loxahatcheegrovesfl.gov

For law enforcement/traffic crash reports and records, submit your request directly to the Palm Beach County Sheriff’s Office by visiting www.pbso.org/public-records-request to view the different options to make a public records request.

Complaint

Persons having submitted a request who wish to submit a grievance related thereto shall contact the Town Clerk directly at (561) 807-6672 or via email at voakes@loxahatcheegrovesfl.gov.

Hours of Operation:

Requests for records only shall be accepted, and records only shall be made accessible for inspection or copying, during normal business hours of Monday through Friday, 8:30 a.m. to 4:30 p.m., excluding identified Town holidays.



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Town Clerk's Office
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DEFINITIONS

Confidential Public Record: Shall be those records, or portions thereof, specifically designated as “*confidential*” by applicable statute. Unlike “*exempt*” records, the Town has no discretion and may not release records designated by the Florida Legislature as confidential.

Electronic Communications: All communications, regardless of the technology or means of transmission, sent electronically from one device to another. This includes electronic mail (e-mail), SMS messages (text messages), MMS (multimedia / picture messages), social media records (Facebook, Instagram, YouTube, etc.)

Employee: As used in this policy, employee shall include all persons who are full-time, part-time and on-call employees of the Town and shall also include any non-paid / paid volunteers, interns, and appointees to the various advisory boards or committees.

Exempt Public Records: Shall be those records, or portions thereof, specifically designated as “*exempt*” by applicable statute. As exempt records, the Town has discretion to release such records, in whole or part, when there is a specific public purpose.

Officials: Shall mean the Town Council.

Public Record: Public records include all documents whether in paper or electronic form including, but not limited to, papers, emails, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, faxes, or other materials on computers, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by the Town. (§ 119.011(12), F.S.).

Redact / Redaction: The act of censoring all or part of a record to obscure or excise exempt or confidential information contained therein, thereby preventing public disclosure of the protected content.

REQUESTS THAT WILL NOT BE PROCESSED

Request for Information vs. Request for Records:

The Public Records Law only requires the Town to provide access to existing public records. The Town is not required by law to create new documents in response to a public records request (i.e., create lists or other compilations that do not already exist). The Town further will not explain document contents or interpret documents produced as part of a public records request (i.e., provide staff to assist with understanding the information contained in a document).



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Continuing or Perpetual Public Records Requests:

The Town is not obligated to provide records on a continuing basis to a requestor. For example, a requestor asks to be supplied with copies of all Town Council agendas for the next two (2) years. The Town is only required to produce documents that exist at the time the request is made. The requestor must renew his or her request with the Town to obtain future documents.

GENERAL PROCEDURES FOR REQUESTING PUBLIC RECORDS

Format of Public Records Request and Identity of Requestor:

Requests for public records may be made in writing or verbally. As a general rule, the Public Records Law does not require that a request for public records be in writing, although individuals may wish to make their request in writing to ensure that they have an accurate record of what was requested.

Requests for public records are not required to be in any particular format. There are no “magic words” in order to make a request, and requestors are not required to fill out a Town form. However, the requestor must at least identify the records requested with sufficient clarity to allow the Town to identify, retrieve and review the records. If a request is vague or ambiguous, then the Town Clerk or designee may contact the requestor for clarification. Please note that a requestor’s failure to provide clarification when requested may result in a delay of inspection or copying of public records, or may result in a large number of documents being produced for which copying and other special service charges may apply (i.e., extensive requests).

Copies of public records shall be made available to the public in the format requested provided that the Town stores or maintains the records in the requested format.

Requestors of public records do not have to identify themselves or state the reason that they desire the records. However, the Town’s Clerk or designee may request contact information in order to let the requestor know when records are ready for pickup, to seek clarification on a request, or to provide other information to the requestor (i.e., deposit required, copying charges). The Town’s request for contact information is not designed to learn the identity of a requestor, but instead, is designed to ensure that public records are timely received.

Response Time:

Public records are to be available for inspection or copying during regular business hours as outlined above, with the exception of identified Town holidays. Inspection or copying of public records must be made available within a reasonable period of time and under reasonable conditions. Many factors determine what is a reasonable time and what are reasonable conditions such as the: nature of the request; time involved in collecting and producing the requested information; scope and volume of the material involved; general accessibility of the records; personnel required to process the request and redact any records requested; and information resources necessary to collect or generate the requested information. The Town must take into account its obligation to the citizens for the daily operation of Town government



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when presented with a voluminous request. To request that Town Staff immediately cease normal business in order to fulfill such requests quickly would disrupt the normal workflow and cause disruption in services to the rest of the citizens. The accumulation of materials, research, and time involved must be weighed against the daily obligations to the taxpayers. Thus, "reasonable" must be defined by staff resources and workload, and not be an arbitrary timeframe.

It is the goal of the Town that all requests for public records will be acknowledged in writing and satisfied within a reasonable time following the Town Clerk's receipt of the request. While every effort will be made to comply with public records requests promptly and in good faith, the Town policy is that an initial acknowledgement of any public records request should be made to a requestor within four (4) business days after receipt. Requests will be processed in the order in which they are received.

Responding to Requests:

1. Town Clerk or Designee Responsibilities:

The Town Clerk or designee shall serve as the primary intake Department and contact for public records requests in the Town.

Upon receipt of a public records request, the Town Clerk or designee will acknowledge the request and promptly forward it to the appropriate Town Department Head or designee for response. Acknowledgement and forwarding of the request should occur within four (4) business days after receipt of a request.

The Town Clerk or designee shall act as the conduit for the release of all public records and facilitate payment for any fees or charges. When the request is only to inspect records, the Town Clerk or designee shall facilitate the inspection of such records.

The Town Clerk or designee shall endeavor to have written communications with the requestor whenever possible in order to memorialize what documents were requested, and when the request was fulfilled. Copies of written responses will be kept on file for one (1) fiscal year pursuant to the State of Florida General Records Schedule GS1-SL for State and Local Government Agencies.

For large or voluminous requests (those requiring more than \$25.00 in copy/retrieval charges or extensive use charges), the Town Clerk's Office shall require an advanced deposit prior to beginning retrieval. The deposit will be equal to one-half ($\frac{1}{2}$) of the written cost estimate, and it will be applied toward the final total cost amount for the request. The remaining balance for the request is due and payable at the time the request is completed and ready for pick-up. The final total may differ from the written estimate, and the final total shall be based on actual cost. The Town Clerk or designee shall notify the requestor that actual costs may vary. In the event the required deposit, based on the good faith written estimate, was more than the actual cost to



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prepare and produce the records request or prepare and produce for inspection, the Town shall refund the difference.

2. Town Staff Responsibilities:

Town employees receiving a public records request shall forward such request to the Town Clerk or designee for processing. Requests should be forwarded to the Town Clerk or designee as soon as practicable, but no later than two (2) business days after receipt. The Town employee should not respond to the person or entity requesting records other than to state that the request has been forwarded to the Town Clerk's Office for processing, and if the requestor has any additional questions to please contact the Town Clerk's Office.

If a public records request is forwarded to a Department Head or designee by the Town Clerk's Office for response, then the Department Head or designee shall provide the Town Clerk's Office with a written estimate of costs and timeframe for retrieval. Such estimate shall include total hours and the hourly rate, including benefits, for each staff person fulfilling the request. Such written estimate shall be emailed to the Town Clerk's Office within two (2) business days after receipt of the public records request. There shall be no charge for preparing a written estimate of costs and time. The Town Clerk's Office will notify the requestor of the estimated staff cost/time to fulfill the request and any copying charges.

For large or voluminous requests (those estimated to require more than \$25.00 in copy/retrieval charges or extensive use charges), the Town Clerk's Office will require an advanced deposit from the requestor prior to beginning retrieval. DEPARTMENTS ARE NOT TO BEGIN WORK ON COLLECTING AND RETRIEVING DOCUMENTS UNTIL THE TOWN CLERK'S OFFICE HAS STATED THAT THE REQUIRED DEPOSIT HAS BEEN PAID.

Departments shall respond to all public records requests in a reasonable time, taking into account the extent and nature of the request. If the time to respond to a request exceeds the initial estimate provided to the Town Clerk's Office, the Department Head or designee shall immediately notify the Town Clerk's Office and provide an updated timeframe for completion. It is the Department Head or designee's responsibility to ensure that requests are completed in accordance with estimated timeframes, and to notify the Town Clerk's Office of any changes to those timeframes.

After the appropriate Department compiles the information requested, all information gathered for the request will be submitted to the Town Clerk in writing or e-mail. If the Department Head or designee is responding to numerous requests, the Department Head or designee shall provide the Town Clerk's Office with a short memorandum when providing documents. The memorandum shall identify which documents are responsive to particular requests.

If the requested public records are not within the Department, the Department Head or designee shall notify the Town Clerk's Office immediately. The Town Clerk's Office shall then forward the request to the appropriate Town Department, if known.



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Department Heads or designees shall not provide original documents to the Town Clerk's Office in response to a public records request unless a specific request to review original documents has been made by a requestor. If a request for original documents has been made, then the Department Head or designee shall notify the Town Clerk's Office in person that the documents provided are originals. A cover page clearly marked "original document" shall also be provided to the Town Clerk's Office.

Department Heads or designees shall be familiar with the disclosure and retention requirements of the Public Records Law, and supervise records review, copying, and redaction activities within their area of responsibility.

3. Requests by Officials:

All Councilmember records requests must be submitted to the Town Clerk, who will notify the Town Manager of all Town Councilmember requests. All Councilmembers shall have access to general records of the Town, except: records relating to active or ongoing investigations; records related to active or pending audits; and/or any record protected under Florida Statutes §119 (Public Records Law) or other applicable law. Requests will be considered extensive if they require substantial time or staff resources, or if they incur external costs, such as consultants(s) or legal fees. In such cases, the Town Clerk will prepare and provide a written cost estimate to the requesting Councilmember. Each Councilmember shall receive an allowance of up to \$50.00 per month. The Councilmember must submit full payment in advance. Work on the request will not begin until the required payment has been received. If a records request is fulfilled for one Councilmember, it will not automatically be distributed to the remaining Councilmembers. Other Councilmembers may request the same information, which will be provided free of charge upon their written request.

DENIAL OR REDACTION OF RECORDS

A request to inspect or copy public records can be denied only under the authority of a specific statutory exemption.

Department Heads or designees shall be responsible for reviewing and identifying the records or parts thereof in their custody which are exempt or confidential from the inspection, examination, and copying under the Public Records Law. The Town Clerk's Office and the Town Attorney shall be available to answer questions regarding exemptions and proper methods of redaction.

If a public record contains both exempt and non-exempt information, that information which is exempt must be redacted and the remainder of the record provided to the requestor. (§ 119.07(1)(d), F.S.)

If it is determined that a record or part of a record is exempt from inspection or copying, and the request is then denied, the basis for the denial, including the statutory citation to the exemption, must be communicated to the requestor in writing. (§ 119.07(1)(e), F.S.)



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Community Standards Department (Building, Code Enforcement, Engineering, and Planning & Zoning Divisions): For routine and noncontroversial, walk-in/telephone-initiated, public records requests for Community Standards Department, the Department Head or designee will ensure that the type of confidential and/or exempt information referenced in the attached Appendix "A" is not being distributed to the general public. The type of information made exempt and/or confidential pursuant to the requirements of state law as provided in Appendix "A" may only be disclosed as set forth therein. However, depending upon the type of information requested, the state law does allow such exempt and/or confidential information to be given to the following persons or entities: the property owner; a leaseholder; another state or federal agency; or a licensed architect, engineer, or contractor who is performing work on or related to the property.

For more information on the most common exemptions for public records, please see Sec. 119.071, F.S. and Appendix "B", which is attached hereto.

LITIGATION

Any subpoenas or litigation discovery requests shall be referred to the Town Attorney.

PUBLIC RECORDS FEES AND CHARGES

Fees to be charged for providing access to public records must be in accordance with Sec. 119.07(4), F.S., as explained below. Fees must be paid before documents are produced.

For any and all requestors that have requested public records and have failed to pay in full for those records, please be advised that the Town Clerk's Office will not process another public records or public data request until the outstanding balance is paid in full. *Lozman v. City of Riviera Beach*, 995 So. 2d 1027 (Fla. 4th DCA 2008).

The Public Records Law allows the Town to collect a "per copy" fee or the actual cost for materials and supplies used to duplicate records. In addition, the Town may collect a reasonable service charge when a request to inspect or copy public records requires the extensive use of technology resources and/or the extensive use of clerical or supervisory assistance.

The following fees and charges are designed to ensure that the Town is consistent in its application of the law and Town rules, and which allow the recovery of duplication costs and a special service charge for the extensive use of Town resources in complying with requests to inspect or copy the Town's public records:

[PORTION INTENTIONALLY LEFT BLANK.]



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1. **Duplication Costs:** Duplication costs shall be applied uniformly throughout the Town in compliance with the following guidelines, unless otherwise designated by the Town.

a. Paper Copies:

<u>Copies:</u> Single-Sided B/W or Color 8.5" x 11"; 8.5" x 14"	First 10 Pages	No Charge
<u>Copies:</u> Single-Sided B/W or Color 8.5" x 11"; 8.5" x 14"	11 th Page and Each Page Thereafter	\$0.15 Per Page
<u>Copies:</u> Single-Sided B/W or Color 11" x 17"	First Page and Each Page Thereafter	\$0.30 Per Page
<u>Copies:</u> Double-Sided B/W or Color 8.5" x 11"; 8.5" x 14"	First 10 Pages	No Charge
<u>Copies:</u> Double-Sided B/W or Color 8.5" x 11"; 8.5" x 14"	11 th Page and Each Page Thereafter	\$0.20 Per Page
<u>Copies:</u> Double-Sided B/W or Color 11" x 17"	First Page and Each Page Thereafter	\$0.40 Per Page

b. Certified Copies: The cost of providing a certified copy of a record shall be \$1.00 per page, but no more than \$5.00 per public record.

c. Actual Cost of Duplication: For all other copies – large size paper, plats, maps, audio tape, video tape, compact discs (“CD”), digital video discs (“DVD”), thumb drive, etc. – the cost to the requestor will be the actual cost of the materials used to duplicate the record. Contact the Town Clerk’s Office for current costs of materials used in accordance with the Town’s Schedule of Fees and Charges.

d. Requestors Making Their Own Copies: A requestor making his/her own copies or providing copying materials cannot generally be charged for the cost of making



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the copies. However, a service charge may be imposed in supervision of those making their own copies requires an extensive use of the Town's resources.

- e. Requestor Provided Media: The Town will not accept CDs, DVDs or thumb drives due to risks relating to contracting computer viruses.
 - f. Electronic Files: Electronic files (non-data) sent via email to a requestor shall be provided at no charge.
2. **Extensive Use Charges**: A special service charge for the extensive use of Town resources shall be applied uniformly throughout the Town in compliance with the following guidelines.

When more than thirty (30) minutes of clerical and/or supervisory time is to be spent in response to a request to inspect or copy the Town's public records (i.e., time spent locating, reviewing, redacting and/or copying), an extensive use charge will be applied, which is based on the hourly rate of the employee(s) performing tasks associated with the request, inclusive of the employee(s)' benefits. See *Bd. Of Cnty Comm'rs v. Colby*, 976 So. 2d 31 (Fla. 2d DCA 2008). If the employee is not paid hourly, then the hourly cost will be the annual salary of the employee divided by 2,080 (52 weeks times 40 hours per week), plus the employee(s)' benefits. These charges will be billed in fifteen (15) minute increments. The extensive use charge will begin after the first thirty (30) minutes of clerical and/or supervisory time is completed.

Multiple requests by a requestor may be considered as one (1) request and extensive use charges may be applied after the first thirty (30) minutes of staff or resource time. In other words, requestors may not evade the extensive use charges by breaking up large voluminous requests into smaller ones.

- 3. **Shipping**: U.S. postage or other shipping costs incurred in the delivery of records shall be included in the costs charged to the requestor. Such charges shall be waived if the requestor provides a postage-paid envelope or other means of shipping.
- 4. **Sales Tax**: No sales tax is charged for a public records request.

STORING OF RECORDS / ABANDONED REQUESTS

The Town Clerk's Office will hold a completed records request for up to thirty (30) calendar days to give the requestor adequate time to pick up the records or make arrangements for the delivery of records. If the records are not picked up within thirty (30) calendar days from the date that the Clerk's Office notifies the requestor that they are ready, and no written request for an extension has been received, then the copies of the records will be destroyed regardless of whether the requestor has paid a deposit with the Town. In such event, the requestor is not entitled to a refund of its deposit.



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Should the Town attempt to contact the requestor and/or transmit a cost estimate and the requestor fails to respond in good faith, the Town shall deem the request as “abandoned” after a period of 7 calendar days, and the log shall reflect the abandonment. In cases where holidays or other closures of the Town’s administrative offices occur, staff shall afford reasonable additional time to the requestor to respond.

MANAGING RECORDS

The Town follows the records retention schedule outlined in the State of Florida General Records Schedule GS1-SL for State and Local Government Agencies.

APPENDIX A
SECURITY AND FIRESAFETY SYSTEM PLAN EXEMPTION

Portions of Sec. 119.071, F.S., are provided in the following sub-sections and sub-paragraphs:

3) SECURITY AND FIRESAFETY.

(a)1. As used in this paragraph, the term "security or firesafety system plan" includes all:

- a. Records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations, or consultations or portions thereof relating directly to the physical security or firesafety of the facility or revealing security or firesafety systems;
- b. Threat assessments conducted by any agency or any private entity;
- c. Threat response plans;
- d. Emergency evacuation plans;
- e. Sheltering arrangements; or
- f. Manuals for security or firesafety personnel, emergency equipment, or security or firesafety training.

2. A security or firesafety system plan or portion thereof for:

- a. Any property owned by or leased to the state or any of its political subdivisions; or
- b. Any privately owned or leased property held by an agency is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This exemption is



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remedial in nature, and it is the intent of the Legislature that this exemption apply to security or firesafety system plans held by an agency before, on, or after the effective date of this paragraph. This paragraph is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2023, unless reviewed and saved from repeal through reenactment by the Legislature.

3. Information made confidential and exempt by this paragraph may be disclosed:

- a. To the property owner or leaseholder;
- b. In furtherance of the official duties and responsibilities of the agency holding the information;
- c. To another local, state or federal agency in furtherance of that agency's official duties and responsibilities; or
- d. Upon a showing of good cause before a court of competent jurisdiction.

(b)1. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.

2. This exemption applies to building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency before, on, or after the effective date of this act.

3. Information made exempt by this paragraph may be disclosed:

- a. To another governmental entity if disclosure is necessary for the receiving entity to perform its duties and responsibilities;
- b. To a licensed architect, engineer, or contractor who is performing work on or related to the building, arena, stadium, water treatment facility, or other structure owned or operated by an agency; or
- c. Upon a showing of good cause before a court of competent jurisdiction.

4. The entities or persons receiving such information shall maintain the exempt status of the information.



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- (c)1. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, health care facility, or hotel or motel development, which records are held by an agency are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.
2. This exemption applies to any such records held by an agency before, on, or after the effective date of this act.
3. Information made exempt by this paragraph may be disclosed to another governmental entity if disclosure is necessary for the receiving entity to perform its duties and responsibilities; to the owner or owners of the structure in question or the owner's legal representative; or upon a showing of good cause before a court of competent jurisdiction.
4. This paragraph does not apply to comprehensive plans or site plans, or amendments thereto, which are submitted for approval or which have been approved under local land development regulations, local zoning regulations, or development-of-regional-impact review.
5. As used in this paragraph, the term:
- a. "Attractions and recreation facility" means any sports, entertainment, amusement, or recreation facility, including, but not limited to, a sports arena, stadium, racetrack, tourist attraction, amusement park, or pari-mutuel facility that:
- (I) For single-performance facilities:
- (A) Provides single-performance facilities; or
- (B) Provides more than 10,000 permanent seats for spectators.
- (II) For serial-performance facilities:
- (A) Provides parking spaces for more than 1,000 motor vehicles; or
- (B) Provides more than 4,000 permanent seats for spectators.
- b. "Entertainment or resort complex" means a theme park comprised of at least 25 acres of land with permanent exhibitions and a variety of recreational activities, which has at least 1 million visitors annually who pay admission fees thereto, together with any lodging, dining, and recreational facilities located adjacent to, contiguous to, or in close proximity to the theme park, as long as the owners or



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operators of the theme park, or a parent or related company or subsidiary thereof, has an equity interest in the lodging, dining, or recreational facilities or is in privity therewith. Close proximity includes an area within a 5-mile radius of the theme park complex.

- c. "Industrial complex" means any industrial, manufacturing, processing, distribution, warehousing, or wholesale facility or plant, as well as accessory uses and structures, under common ownership that:
- (I) Provides onsite parking for more than 250 motor vehicles;
 - (II) Encompasses 500,000 square feet or more of gross floor area; or
 - (III) Occupies a site of 100 acres or more, but excluding wholesale facilities or plants that primarily serve or deal onsite with the general public.
- d. "Retail and service development" means any retail, service, or wholesale business establishment or group of establishments which deals primarily with the general public onsite and is operated under one common property ownership, development plan, or management that:
- (I) Encompasses more than 400,000 square feet of gross floor area; or
 - (II) Provides parking spaces for more than 2,500 motor vehicles.
- e. "Office development" means any office building or park operated under common ownership, development plan, or management that encompasses 300,000 or more square feet of gross floor area.
- f. "Health care facility" means a hospital, ambulatory surgical center, nursing home, hospice, or intermediate care facility for the developmentally disabled.
- g. "Hotel or motel development" means any hotel or motel development that accommodates 350 or more units.



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APPENDIX B
PUBLIC RECORDS REQUEST EXEMPTION OVERVIEW

Sec. 119.011, F.S., defines the following terms at the noted sub-section:

(12) Public Records – “means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.”

(8) Exemption – “means a provision of general law which provides that a specified record or meeting, or portion thereof, is not subject to access requirements of Fla. Stat. § 119.07(1), § 286.011, or § 24, Art. I of the State Constitution.” *[Records, or portions thereof, which are exempt shall not be produced or copied in response to a public records request, but the person who has custody of the public record must state the basis for the exemption to include statutory citation].*

(13) Redact – “means to conceal from a copy of an original public record, or to conceal from an electronic image that is available for public viewing, that portion of the record containing exempt or confidential information.”

Public Records Request – This is essentially any request to inspect or obtain copies of documents maintained by the Town in the ordinary course of business. Accordingly, any agency document, however prepared, if circulated for review, comment or information, is a public record regardless of whether it is an official expression of policy or marked "preliminary," "working draft," or similar label. It is not a request to create a new document or report not used by the Town.

The following types of records may be confidential and/or exempt from disclosure under the Public Records Law or at other sections of general law as noted in parentheses. This list is not all inclusive but is provided as general guidance. *If an employee has any question or concern regarding whether a record is confidential or exempt from disclosure, the Town Clerk's Office or the Town Attorney's Office should be contacted to help determine whether an exemption applies.*

Personal Information

- Social security numbers of all current and former Town employees are confidential and exempt. (§ 119.071(4)(a), F.S.)
- Social security numbers collected by the Town may not be disclosed except according to Town policy on such in accordance with state law. (§ 119.071(5), F.S.) *See also Resolution 09-22.*
- Credit card account numbers and debit card and bank account numbers. (§ 119.071(5)(b), F.S.)
- Names, home addresses (includes PCN and legal description), telephone numbers, dates of birth, photographs, and places of employment of the spouses and children of active or former



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sworn law enforcement personnel, certified firefighters, code enforcement officers, human resources directors and managers; and the names and locations of schools and day care facilities attended by the children of such personnel. There may be some limitations to these exemptions. For example, if the Town is a custodian of such information but is not the employer of the persons identified above, it shall maintain the exempt status of the information only if the officer, employee or other type of person identified under the law related to such exemption submits a written request for maintenance of the exemption. (§ 119.071(4), F.S.)

- Home addresses (includes PCN and legal description), telephone numbers, dates of birth, and photographs of current or former directors, managers, supervisors, nurses, and clinical employees of an addiction treatment facility; the home addresses (includes PCN and legal description), telephone numbers, photographs, dates of birth, and places of employment of the spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel. (§ 119.071(4), F.S.)
- Names and addresses of retirees *in aggregate, compiled or list form* except to other public agencies. (§ 121.031(5), F.S.)
- All records identifying participants in a deferred compensation program of the State pursuant to Sec. 112.215, F.S. and their personal account activities are confidential and exempt. (§ 112.215(7), F.S.)
- United States Census Bureau address information, which includes maps showing structure location points, agency records verifying addresses, and agency records identifying address errors or omissions. (§ 119.071(1)(g)1., F.S.) *Note:* such information may be released to another agency in furtherance of its duties and responsibilities under the Local Update of the Census Address Program.
- All birth records, except those over 100 years old and not under seal pursuant to court order. (§ 382.025(1), F.S.)
- All papers and records pertaining to an adoption, including the original birth certificate, whether part of the permanent record of the court or a file in the office of an adoption entity are confidential and subject to inspection only upon the order of the court; however, the petitioner in any proceeding for adoption under this chapter may, at the option of the petitioner, make public the reasons for a denial of the petition for adoption. The order must specify which portion of the records are subject to inspection, and it may exclude the name and identifying information concerning the parent or adoptee. Papers and records of the department, a court, or the Town, which papers and records relate to adoptions, are exempt. (§ 63.162(2), F.S.)
- An employee's personal identifying information contained in records held by the Town relating to the employee's participation in an employee assistance program is confidential and exempt from disclosure. (§ 166.0444, F.S.)
- Records identifying individual participants in any annuity contract or custodial account under Sec. 112.21, F.S. (relating to tax sheltered annuities or custodial accounts for employees of government agencies), as well as their personal account services. (§ 112.21(1), F.S.)
- Direct deposit records made prior to October 1, 1986 are exempt from the provisions of Sec. 119.07(1), F.S. With respect to direct deposit records made on or after October 1, 1986, the



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names of the authorized financial institutions and the account numbers of the beneficiaries are confidential and exempt. (§ 17.076(5), F.S.)

- Address of a victim of an incident of mass violence. “Incident of mass violence” means an incident in which four or more people, not including the perpetrator, are severely injured or killed by an intentional and indiscriminate act of violence of another. (§ 119.071(2)(o), F.S.)

Bid Documents

- Sealed bids or proposals received by Town are exempt from disclosure until such time as the Town provides notice of a decision or intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. (§ 119.071(1)(b)2., F.S.)
- Notwithstanding the above requirement of Sec. 119.071(1)(b)2., F.S., a sealed bid *associated with a bid for construction or repairs on a public building or public work* that includes the competitive price must be opened at a public meeting conducted in accordance with public meeting requirements (§ 286.011, F.S.) and the name of each bidder and the price submitted *must be announced* at that meeting; in addition, the Town *must make available upon request* the name of each bidder and the price. (Effective July 1, 2012- SB 704) (§ 255.0518, F.S.)
- Financial statements required to be submitted by bidder or proposer to prequalify for bidding or for responding to a proposal for a road or any other public works project. (§ 119.071(1)(c), F.S.)
- Appraisals, offers and counteroffers relating to Town's purchase of real property –exempt for limited time. (§ 166.045(1)(a), F.S.)

Finance Department or Information Systems Department

- Town-produced data processing software that is sensitive. (§ 119.071(1)(f), F.S.)
- Coverage limits and deductible or self-insurance amounts of insurance or other risk mitigation coverages acquired for the protection of information technology systems, operational technology systems, or data of an agency. (§ 119.0725(2)(a), F.S.)
- Information relating to critical infrastructure, defined to mean existing and proposed information technology and operational technology systems and assets, whether physical or virtual, the incapacity or destruction of which would negatively affect security, economic security, public health, or public safety. (§ 119.0725(2)(b), F.S.)
- Cybersecurity incident information reported pursuant to s. 282.318 or s. 282.3185. (§ 119.0725(2)(c), F.S.)
- Network schematics, hardware and software configurations, or encryption information or information that identifies detection, investigation, or response practices for suspected or confirmed cybersecurity incidents, including suspected or confirmed breaches, if the disclosure of such information would facilitate unauthorized access to or unauthorized modification, disclosure, or destruction of data or information, whether physical or virtual; or information technology resources, which include an agency's existing or proposed information technology systems. (§ 119.0725(2)(d), F.S.)
- The audit report of an internal auditor and the investigative report of the inspector general prepared for or on behalf of the Town, including workpapers and related notes are



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confidential and exempt until the audit is completed and presented to Town Council. (§ 119.0713(2)(b), F.S.)

Building Department

- Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary and final formats, depicting the internal layout or structural elements of any building or structure owned or operated by Town, including water plants and wastewater treatment plants. (§ 119.071(3)(b)1., F.S.)
- Information regarding Town's security systems or firesafety plans for any property owned by or leased to the state or any of its political subdivisions or any privately owned or leased property. (§ 119.071(3)(a)1. & 2., F.S.)
- Building security system plans, firesafety plans, or portions thereof. (§ 119.071(3)(a)2., F.S.)
Note: Security or firesafety system plans includes the following: records, information, photographs, audio and visual presentations, schematic diagrams, surveys, recommendations or consultations or portions thereof relating directly to the physical security or firesafety of the facility or revealing security systems; threat assessments; threat response plans, emergency evacuation plans; sheltering arrangements; or manuals for security or firesafety personnel, emergency equipment, or security or firesafety training.
- Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, health care facility, or hotel or motel development, which records are held by the Town. (§ 119.071(3)(c)1., F.S.)

Emergency Management

- Records, data, information, correspondence and communications relating to registration of persons with special needs for emergency management purposes. (§ 252.355(4), F.S.)
- Address and telephone number of a person provided public emergency shelter during a storm or catastrophic event held by the local agency that provided the shelter. (§ 252.385(5), F.S.)
- Any record, recording or information regarding request for emergency services - limited exemption. (§ 365.171(12), F.S.)
- Information furnished by a person to the Town for the purpose of being provided with emergency notification by the Town is exempt. (§ 119.071(5)(j), F.S.)

Recreation Department

- Information that would identify a child who participates in a Town-sponsored recreation program or the parents or guardians of such child. (§ 119.071(5)(c)2.-3., F.S.)

Education Records

- Education records and the federal regulations issued pursuant thereto. (§ 1002.221(1), F.S.)

Medical Records



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- Medical records, medical claims records (§ 112.08(7), F.S.) and employee medical information records. (§ 119.071(4)(b)1., F.S.)
- Clinical records. (§ 394.4615(8), F.S.)

Drug Test Results

- Drug test results and other information, interviews, reports, statements or memoranda received or produced by the Town as an employer as a result of a drug-testing program are confidential and exempt and may not be disclosed except as authorized in the statute. (§ 112.0455(11), F.S.)

Law Enforcement

- Active criminal investigative and intelligence information. (§ 119.071(2)(c)1., F.S.)
- Information revealing the source of confidential informants or sources. (§ 119.071(2)(f), F.S.)
- Information that reveals the identity of victims of crime - some limitation to exemption. (§ 119.071(2)(h)1., F.S.)
- Information that reveals the personal assets of the victim of a crime, other than property stolen or destroyed during commission of the crime. (§ 119.071(2)(i), F.S.)
- Biometric identification information, which means any record of friction ridge detail, fingerprints, palm prints and footprints. (§ 119.071(5)(g), F.S.)
- Driver information contained in a uniform traffic citation, with driver information meaning a driver's date of birth, driver license or identification card number, address excluding the five-digit zip code, telephone number, motor vehicle license plate number, and trailer tag number but not the driver's name. (§ 316.650(11)(b)1., F.S.)
- Any portion of a campus emergency response held by a state or local law enforcement agency, a county or municipal emergency management agency and that portion of a public meeting which would reveal information related to a campus emergency response. (§ 1004.0962(2)(b) & (5), F.S.)
- Law enforcement geolocation information, or information collected using a global positioning system or another mapping, locational, or directional information system that allows tracking of the location or movement of a law enforcement officer or a law enforcement vehicle, held by a law enforcement agency. This exemption does not apply to uniform traffic citations, crash reports, homicide reports, arrest reports, incident reports, or any other official reports issued by an agency which contain law enforcement geolocation information. (§ 119.071(4)(e)1., F.S.)
- A photograph or video or audio recording that depicts or records the killing of a minor, except that a surviving parent of the deceased minor may view and copy the photograph or video recording or listen to or copy any audio recording, and the surviving parent is not precluded from sharing or publicly releasing such photograph or video or audio recording. (§ 119.071(2)(p)2.b., F.S.)
- An autopsy report held by a medical examiner which is of a minor whose death was related to an act of domestic violence, except a surviving parent of the deceased minor may view and copy the autopsy report if the surviving parent did not commit the act of domestic violence



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leading to the minor's death. Notice and due process requirements apply. (§ 406.135(2)(b), F.S.)

- Investigative genetic genealogy information and materials which means the information, records, and DNA records created or collected by or on behalf of a law enforcement agency conducting investigative genetic genealogy research, and includes the names and personal identifying information of persons identified through the use of genealogy databases, traditional genealogical methods, or other investigative means. (§ 119.071(2)(r)2., F.S.)
- Any information that may identify whether a particular individual has been assigned as a safe-school officer at a private school that is held by a law enforcement agency (§ 1002.42(18)(c), F.S.)

Town and/or Other Agency Investigations

- All complaints and other records in the custody of the Town which relate to a complaint of discrimination relating to race, color, religion, sex, national origin, age, handicap, or marital status in connection with hiring practices, position classification, salary, benefits, discipline, discharge, employee performance, evaluation, or other related activities until a finding is made relative to probable cause, the investigation of the complaint becomes inactive or the complaint or other record is made part of any hearing or court proceeding. (§ 119.071(2)(g)1., F.S.)
- A complaint and records related to a complaint to or to any preliminary investigation by the Commission on Ethics held by the Town is confidential and exempt until the complaint is dismissed, the alleged violator requests in writing that such records be made public, the Commission determines that it will not investigate the referral or the Commission determines whether probable cause exists. (§ 112.324(2)(a), F.S.)
- All investigations of misconduct by public officials by the Department of Law Enforcement are confidential and exempt until the investigation is complete or ceases to be active. (§ 943.03(2), F.S.)
- All investigatory records made pursuant to workers' compensation coverage are confidential and exempt until the investigation is completed or ceases to be active. (§ 440.108(1), F.S.)
- The name of any individual who discloses in good faith to the state Chief Inspector General or the Town Manager or other appropriate local official related to suspected violations of federal, state or local law or alleges that an employee or agent has committed gross mismanagement or malfeasance is confidential and exempt while an investigation is active. (§ 112.3188(1), F.S.), *a/k/a Whistleblowers Act*.
- Crash reports that reveal the identity, home or employment telephone number or home or employment address of, or other personal information concerning the parties involved in the crash that are held by any agency that regularly receives or prepares information from or concerning the parties to motor vehicle crashes for a period of sixty (60) days after the date the report is filed. (§ 316.066(2)(a), F.S.)
- Examination questions and answer sheets of examinations administered by a governmental agency for the purpose of licensure, certification, or employment. (§ 119.071(1)(a), F.S.)
- Information relating to the Nationwide Public Safety Broadband Network. (§ 119.071(3)(d)1., F.S.)



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- United States Census Bureau address information, including maps showing structure location points, records that verify addresses or that identify address errors or omissions held by the Town pursuant to the Local Update of Census Addresses Program. (§ 119.071(1)(g)1., F.S.)

DRAFT

TOWN OF LOXAHATCHEE GROVES

TOWN COUNCIL RULES OF ORDER AND PROCEDURE Review and discussion of potential changes May 2026

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 11:00 p.m. a vote to continue the meeting for each ½ hour thereafter must be approved by a majority of the Council. In accordance with Rule 4 the Council may adjourn and continue deliberation of matters on the agenda to another date and time of Council's choosing. If the meeting is not adjourned, Aagenda 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.
- 2.3 Agenda Review Workshop Meetings – A draft agenda for an upcoming Regular Meeting will be published the Tuesday prior to the meeting. A publicly noticed Agenda Review Workshop Meeting shall be held on the Wednesday at 6 pm of that same week. The full draft agenda packet will be provided to the Council and published on the Town's website electronically. There shall be no hard copies, prepared for the Agenda Review Workshop Meeting. The meeting will be conducted via Zoom, be live-streamed to YouTube, include access links for Council, staff and the public. The public will be able to view the meetings, but there will be no opportunity for public comment. The purpose of the workshop meeting is strictly for Council Members to ask questions of staff and consultants, and for Council to request modifications and/or clarifications on the agenda items. Following the workshop the staff will finalize revisions to the agenda and the final agenda will be published on the Friday before the Regular meetings.
- 2.4 Workshop meetings – The Town Council shall hold regular workshop meetings on the third Tuesday of each month at 6:00 p.m. in Town Hall.

These meetings shall be for open discussion on subjects of interest to the Council and public. There will be time for public input, participation and comment. Typically the workshop meeting will not have a list of items to discuss and no votes by the Council will take place. Staff will not actively attend or participate in the meetings. Summary minutes of the meetings will be provided by an automated mechanism. The staff will not monitor or take direction from the Council discussion at the workshop meeting, rather the Mayor or other designated Councilmember will provide a summary of any consensus that may have been arrived at during the workshop meeting at the next regularly scheduled meeting. At a Regular Meeting the Council may by discussion and motion provide direction to the Town Manager and Town Attorney and their staffs with regard issues that were the subject of discussion at the workshop meeting. Staff may seek clarification of the direction during the course of the Regular Meeting. Direction that needs further Council action to implement will be scheduled for a future Regular Meeting.

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 meeting 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. When a meeting is continued to a date and time certain by motion and approval of the majority of Council, on the date of the continuance agenda matters that have not been addressed will be addressed and matters that were addressed may be subject to reconsideration as the original

meeting, having been reconvened, is ongoing. The staff shall not create a new agenda for the continued meeting, rather they shall utilize the agenda from the original date of the meeting. It shall be in the discretion of the Mayor or presiding officer as to whether the Council will pledge allegiance to the flag and/or have a moment of silence at the beginning of the reconvened meeting. The Town Clerk shall call the roll of those in attendance at the beginning of the reconvened 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 time per subject matter 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 and may not exceed the length of the comment but in no case longer than three (3) minutes and the written Public Comments must be provided to the Town Clerk by noon the day of the meeting, which must list the proxy to become part of the record of the meeting. All Public Comments will be directed to the Mayor. The Mayor reserves the right to stop comments aimed at individual councilmembers and/or staff as well as inflammatory comments and/or repetitive comments from the Public and/or Councilmembers. The Mayor will invite a staff member or others (including Councilmembers) to respond, if necessary and at his/her sole discretion.

- 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 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 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 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.

- 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~~ **recess** 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 draft agenda kit to the Council Members no later than 5 :00 P.M. on the Wednesday Tuesday one week prior to the regular meeting. The final agenda package shall be published on Friday before 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. Supplemental agenda materials provided to the Council at or prior to the meeting shall be published on the Town's website within 72 hours of them being made available to the Town Council

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 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.

Draft Ordinance

ORDINANCE NO. 2026-

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, RELATING TO DECORUM AT TOWN COUNCIL MEETINGS; AMENDING CHAPTER 2 “ADMINISTRATION” ARTICLE II “TOWN COUNCIL” SECTION 2-23 “TOWN COUNCIL MEETINGS GENERALLY” SUBSECTION (i) “DECORUM TO BE MAINTAINED” BY REVISING SUB-SUBSECTION (1) OF THE CODE OF ORDINANCES OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA TO ELIMINATE THE ABILITY OF THE COUNCIL TO REMOVE A MEMBER OF THE COUNCIL FROM A MEETING OR PORTION OF A MEETING BY MAJORITY VOTE OF THE COUNCIL; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the Town Council desires to modify its rules of decorum at Town Council meetings to eliminate the ability of a majority of the Council to remove a member of the Council from the meeting; and

WHEREAS, the Town Council finds the adoption of the Ordinance serves a public purpose and is in the best interest of the Town.

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 II “Town Council” Section 2-23 “Town Council meetings generally” Subsection (i) “Decorum to be maintained” by revising Sub-subsection (1) of the Code of Ordinances of the Town of Loxahatchee Groves to read as follows:

(1) It shall be unlawful for any individual or member of the town council to disturb or disrupt a meeting of the town council or refuse to obey the orders of the mayor or presiding officer in the conduct of the meeting. Any individual or member of the town council who causes a disturbance of the meeting shall be warned by the mayor or presiding officer or, alternatively, by a majority vote of the town council, with dispatch,

that the conduct is interfering or disturbing the order of the meeting and shall be given the opportunity to cease the conduct constituting an interruption or disturbance. If, after sufficient warning, the individual ~~or member of the town council~~ fails to cease the offending conduct and continues to interrupt or disturb the meeting, the individual ~~or member of the town council~~ shall be removed from the meeting by an authorized law enforcement officer or his authorized agent in attendance at the meeting if so directed by the mayor or presiding officer. Once removed, the individual ~~or member of the town council~~ shall be barred from further audience for the remainder of the meeting. If after sufficient warning, the member of the town council fails to cease the offending conduct and continues to interrupt or disturb the meeting, the mayor or presiding officer may recess the meeting, and offer the opportunity for the offending member of the town council to seek the advice and counsel of the Town Attorney and Town Manager with regard to their behavior. If after the meeting reconvenes, the member of the town council fails to cease the offending conduct and continues to interrupt or disturb the meeting, the mayor or presiding officer may entertain a motion to adjourn the meeting. If any individual's or member of town council's actions constitute a violation of state criminal statutes as set forth in subsection 2-23 (i)(4) below they may be subject to arrest.

Section 3: 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 4: 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 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 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 to accomplish such intention.

Section 6: Effective Date. This ordinance shall take effect immediately upon adoption.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS ___ DAY OF _____, 2026.

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

	<u>VOTE</u>
LISA EL-RAMEY, MAYOR	___
MANISH SOOD, VICE MAYOR	___
ANITA KANE, COUNCIL MEMBER	___
PAUL T. COLEMAN II, COUNCIL MEMBER	___
WILLIAM "JOE" STEPHENS, COUNCIL MEMBER	___

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN LOXAHATCHEE GROVES, ON SECOND READING AND PUBLIC HEARING, THIS __ DAY OF _____, 2026.

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

	<u>VOTE</u>
LISA EL-RAMEY, MAYOR	___
MANISH SOOD, VICE MAYOR	___
ANITA KANE, COUNCIL MEMBER	___
PAUL T. COLEMAN II, COUNCIL MEMBER	___
WILLIAM "JOE" STEPHENS, COUNCIL MEMBER	-----

**TOWN OF LOXAHATCHEE GROVES,
FLORIDA**

ATTEST:

Mayor Lisa El-Ramey

Acting , Town Clerk

Vice Mayor, Manish Sood

APPROVED AS TO LEGAL FORM:

Councilmember Anita Kane

Town Attorney

Councilmember Paul T. Coleman II

Councilmember William "Joe" Stephens

DRAFT

This is supplement to Item No. 8, starting on page 85

WHAT IS FUTURE LAND USE AND WHAT IS ZONING?





ZONING & FUTURE LAND USE

EVERY PARCEL IN
LOXAHATCHEE GROVES
HAS A **ZONING** AND
FUTURE LAND USE
DESIGNATION.

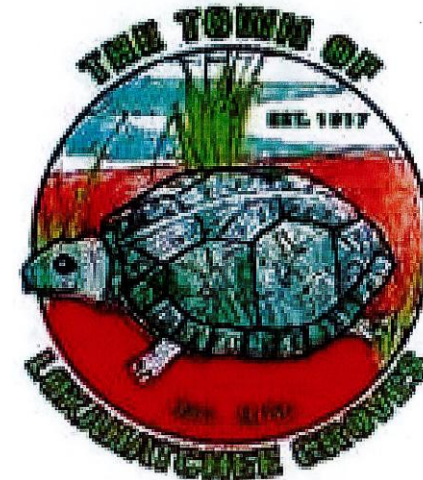


THE COMPREHENSIVE PLAN

- **GOVERNS THE FUTURE LAND USE OF PROPERTIES WITH GENERAL POLICIES FOR THE LOCATION AND CHARACTER**
- **INTENDED TO PROMOTE PUBLIC HEALTH, SAFETY AND GENERAL WELFARE THROUGH EFFICIENCY AND ECONOMY IN THE PROCESS OF GROWTH.**
- **ADDRESSES A WIDE RANGE OF SUBJECTS, INCLUDING: FUTURE LAND USE, CONSERVATION, HOUSING, POTABLE WATER, SANITARY SEWER, AND TRANSPORTATION.**
- **DESCRIBES WHAT THE COMMUNITY WANTS ITS FUTURE TO BE.**

Exhibit A

COMPREHENSIVE PLAN
EVALUATION AND APPRAISAL AMENDMENTS
2024 Goals, Objectives and Policies



Town of Loxahatchee Groves

THE UNIFIED LAND DEVELOPMENT CODE

- ❖ GOVERNS ZONING AND IMPLEMENTS THE COMPREHENSIVE PLAN THROUGH SPECIFIC REGULATIONS
- ❖ HAS LISTS OF PERMITTED USES FOR THE ZONING CLASSIFICATIONS
- ❖ PROVIDES STANDARDS FOR LOT SIZE, BUILDING HEIGHT, SETBACKS, ETC.
- ❖ REGULATES SUBDIVISION OF LAND
- ❖ ESTABLISHES REQUIREMENTS FOR FLOODPLAIN, WETLANDS, AND TREE PROTECTION
- ❖ LISTS SITE PLAN STANDARDS INCLUDING REQUIRED PARKING



SUMMARY

- **THE FUTURE LAND USE MAP EXPLAINS WHAT TYPES OF DEVELOPMENT THE POLICIES OF THE COMPREHENSIVE PLAN CAN ALLOW TO BE BUILT IN PARTICULAR AREAS.**
- **THE LAND DEVELOPMENT REGULATIONS (SUCH AS ZONING) EXPLAIN HOW THOSE DEVELOPMENTS CAN BE BUILT. ZONING PROVIDES GUIDANCE ABOUT SUCH FACTORS AS:**
 - **MAXIMUM HEIGHT**
 - **MINIMUM AND MAXIMUM LOT SIZE**
 - **SETBACKS**
 - **REQUIRED LANDSCAPING AND BUFFERS**
 - **AMOUNT OF PARKING SPACES REQUIRED**

ONE REQUIREMENT IN THE
STATE OF FLORIDA IS THAT
THE LAND USE MAP AND
ZONING MAP MUST BE
CONSISTENT



DIFFERENCES BETWEEN ZONING MAP AND LAND USE MAP

ZONING MAP DESIGNATIONS

AGRICULTURAL RESIDENTIAL

RESIDENTIAL ESTATES

COMMERICAL NEIGHBORHOOD

COMMERICAL GENERAL

COMMERICAL LOW

COMMERICAL LOW OFFICE

MULTIPLE USE PUD

PUBLIC OWNERSHIP

INSTITUTIONAL AND PUBLIC FACILITIES

LAND USE MAP DESIGNATIONS

RURAL RESIDENTIAL

COMMERCIAL LOW

COMMERCIAL LOW OFFICE

INSTITUTIONAL AND PUBLIC FACILITIES

PARKS AND RECREATION

MULTIPLE LAND USE

DIFFERENCES BETWEEN ZONING MAP AND ULDC TEXT

ZONING MAP DESIGNATIONS

AGRICULTURAL RESIDENTIAL

RESIDENTIAL ESTATES

COMMERICAL NEIGHBORHOOD

COMMERICAL GENERAL

COMMERICAL LOW

COMMERICAL LOW OFFICE

MULTIPLE USE PUD

PUBLIC OWNERSHIP

INSTITUTIONAL AND PUBLIC FACILITIES

ZONING CODE DESIGNATIONS

AGRICULTURAL RESIDENTIAL

COMMERCIAL LOW

COMMERCIAL LOW OFFICE

INSTITUTIONAL AND PUBLIC FACILITIES

PARKS AND RECREATION

CONSERVATION

PLANNED UNIT DEVELOPMENT

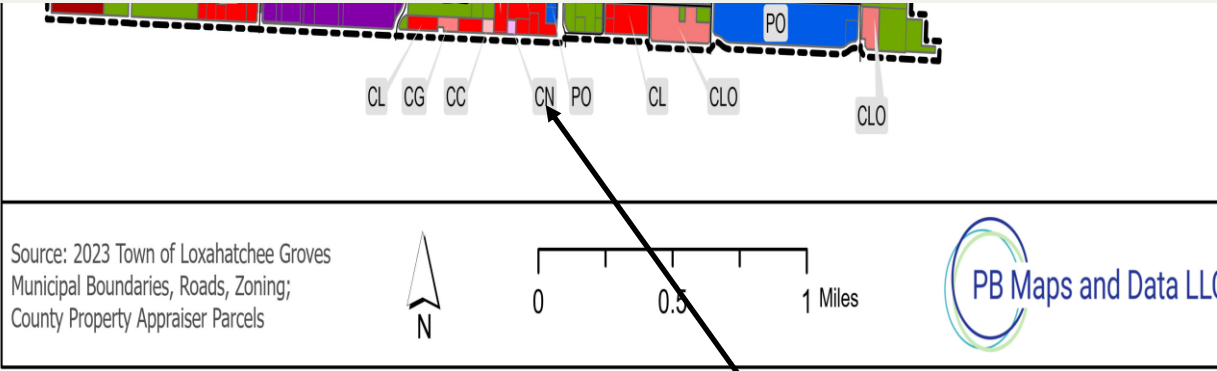
EXAMPLE OF INCONSISTENCY



PIQUET PROPERTY

IT POSSESSES A ZONING DESIGNATION OF CR OR COMMERCIAL RECREATION WHICH IS NOT LISTED IN THE TOWN'S UNIFIED LAND DEVELOPMENT CODE

EXAMPLE OF INCONSISTENCY



AG SUPERMARKET

IT POSSESSES A ZONING DESIGNATION OF CN OR COMMERCIAL NEIGHBORHOOD

WHICH IS NOT LISTED IN THE TOWN'S UNIFIED LAND DEVELOPMENT CODE

EXAMPLE OF INCONSISTENCY



15041 OKEECHOBEE BLVD

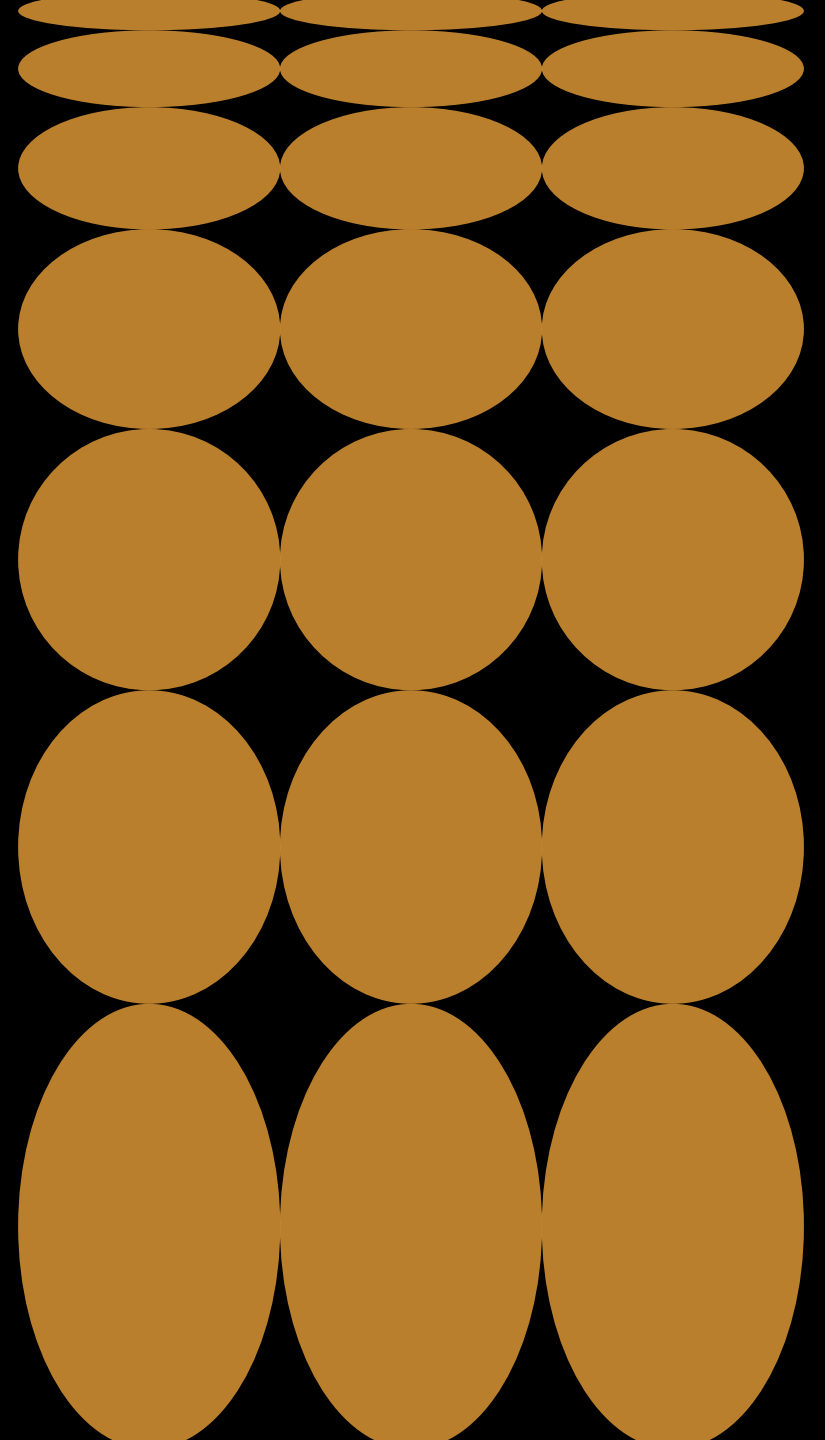
IT POSSESSES A ZONING
DESIGNATION OF RE OR
RESIDENTIAL ESTATES WHICH IS
NOT LISTED IN THE TOWN'S
UNIFIED LAND DEVELOPMENT
CODE

RECOMMENDATION

**PLANNING STAFF WITH LEGAL WILL
AMEND THE ZONING MAP TO BE
CONSISTENT WITH THE TOWN'S ULDC
AND FUTURE LAND USE MAP.**

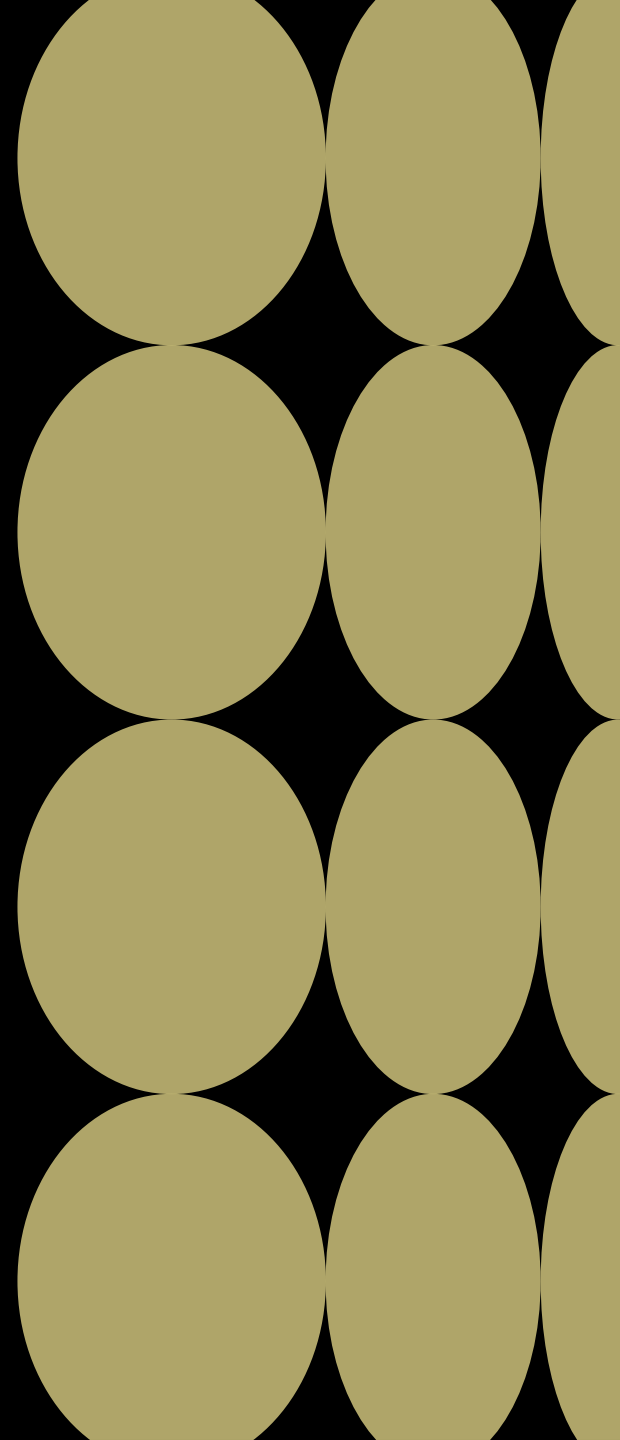
**STAFF WILL CONTACT AFFECTED
PROPERTY OWNERS TO DISCUSS THE
NEW MAP**

**PRESENT THE NEW MAP TO THE TOWN
COUNCIL.**



THANK
YOU

CARYN GARDNER-YOUNG
DEVELOPMENT STANDARDS DIRECTOR
TOWN OF LOXAHATCHEE GROVES
TOWN COUNCIL MEETING – MAY 2026



Public Works Department

1. Infrastructure Maintenance

- Canal Maintenance:
 - Mowing: 42 miles
- Swale Maintenance:
 - Mowing: 11 miles
 - Repairs: .5 mile
- Culvert Maintenance 18in:
 - Replace: 5
 - Repair: 4
- Roadway Maintenance:
 - Mowing: 7 miles
 - Grading:
 - January: 74.62 miles
 - February: 71.65 miles
 - March: 89.96 miles

2. Fleet & Equipment Management

- Fleet availability: 95%
- Equipment downtime: 10%
- Repair cost: \$3,455.46
- Fleet replacement needs identified:
 - Skid Steer
 - Small Boom Mower

3. CAPITAL IMPROVEMENT PROJECTS

FY 2025/2026 Paving Project – A Road & Collecting Canal

- Easements have been secured: 19 of 21
- Canal bank realignment in progress: 80%
- Tree removal: 90%
- Culvert installation: 70%
- Swale work(Huurr Homes): 60%
- Catch basin/culverts (Huurr Homes): 10%
- Project budget: 70%
- Total CIP Expenditures: \$241,434.19

Culvert Replacement Program

Project Status Huurr Homes:

- Work Order 1 (F Road / Collecting Canal / 6th Court North): 35%
 - Completion: June 15, 2026
- Work Order 2 (Kerry Lane & F Road): 10%
- Work Order 3 (Folsom Road & 25th Place North): 100%
- Work Order 4 (Bunny Lane & D Road): 100%

4. Solid Waste Operations (Coastal)

- 64 service-related complaints were reported.
 - Missed pickups: 39
 - Yard waste: 20
 - General complaints: 5

5. Training and staff Development

- Training Programs
 - MOT
 - CDL
 - Equipment, Operation & Maintenance
 - Trenching & Excavation Safety
 - Safety awareness initiatives

6. Fuel Consumption (Gallons)

- Unleaded (87 Octane)
 - January: 178.00
 - February: 194.50
 - March: 306.80
- Diesel Clear
 - January: 97.70
 - February: 0
 - March: 108.60
- Diesel Dyed
 - January: 470.60
 - February: 686.00
 - March: 940.80