

2008-2009 TOWN MANAGEMENT REPORT (*UPDATE*)



10/06/09

Introduction to Management Report

New Community Strategies has been managing the Town of Loxahatchee Groves in the capacity of Town Manager and Town Clerk since June 12, 2007. This report summarizes management activity from June 2008 to June 2009 as well as providing a status of on-going projects and future projects.

This report UPDATES the management report that was submitted on June 16, 2009.

GENERAL MANAGEMENT

1. GENERAL COMMUNICATIONS WITH THE PUBLIC:

Summary: This is the area the NCS has experienced the greatest success. The legislative, business and management skills are critical to the success of this Town, however, the customer service that is provided to the citizens of Loxahatchee Groves has the greatest impact. The constituents thrive for information and want to be put down a clear path to resolve their issues and concerns. Our office has continually gone above and beyond to provide this customer service to everyone that has interacted with our staff. Everyone in this town has a lot of pride and ownership and it is vital that the management team recognizes this. We are the link to keeping everyone engaged and feeling apart of the Town.

On-Going: The most important tool that is utilized by Town Management and the General Public is the Town's website. The efficiency and effectiveness of the website cuts down on the amount of calls that are made to the Town office. This requires constant maintenance and content editing and it is imperative it is kept current.

Future: Town Staff purchased A-Frame Signs that can be used for roadside messages throughout the community. Using these signs with interchangeable banners will be much more cost efficient then producing the larger banners for each event.

2. CODE ENFORCEMENT

Summary: This has been one of the most challenging areas to manage for the Town. Code Enforcement services began in August of 2007. Town Management established and professionalized a case reporting system and an organized process to follow throughout the Code Enforcement case investigation. We have managed the Code Enforcement officers and have guided them with research and any other technical assistance they may have needed. We have interacted with many county agencies to get resolution and clarification on several zoning and ULDC concerns. Educating the public in reference to compliance options has been one of our primary goals with the Code Enforcement officers. As Code Enforcement remains as "complaint" driven, Town management will continue to professionalize the investigation process and educate any citizens along the way to resolve matters amicably and expeditiously.

On-Going: Due to the lack of code enforcement complaints and the desire to streamline the process, the Town Council requested that Code Enforcement be contracted on an "as needed" basis. In addition, the Town passed Resolution 2009-010, which placed a moratorium on accepting code enforcement complaints on possible non-compliant uses and businesses throughout the Town. This will be in place until such time as the Town adopts the new Land Development Regulations. The Town pays Code Enforcement an hourly rate associated with any hours that the officer may work. This is different than the previous 2 years in which the contract was for a monthly retainer indicating those maximum hours to be worked in any given

month. This has been in effect since August 1, 2009. The current contract with Calvin, Giordano & Associates expires on September 30, 2009. The current case load only shows 2 active cases. This schedule works very well with the current code enforcement case load.

The Town interviewed potential firms to provide code enforcement services beyond September 30, 2009. These firms were shortlisted after they submitted for RFP 2009-004 (Code Enforcement Services). The Town did not select any firm that was interviewed and directed Town Staff to revise the RFP and re-advertise at a later date. In the interim, the Town Council has directed Town Staff to negotiate a month-to-month extension of the current code enforcement contract with Calvin, Giordano & Associates.

Future: Once the Land Development Code is adopted, it is highly recommended that the Town increase the level of Code Enforcement to assist with education and implementation of the new Land Development Code. When the Town implements its own vision and desires through the new Land Development Code, Code Enforcement will provide the foundation to maintain that vision.

To decrease Code Enforcement and Special Magistrate costs even greater, the Town Council may want to consider the formation of a Citizen Advisory Board or a Citizen Grievance Board. This would allow for neighbor disputes to possibly be worked out through mediation and communication. This in turn would reduce the number of code enforcement cases that may be filed with the Town.

3. CURRENT CONTRACTS:

On-Going:

(a) Palm Beach County Sheriff's Office: The Town contracts with P.B.S.O. for 24/7 response and coverage. The Town does not have 1 dedicated officer to the Town with this obligation. The Town has an agreement with P.B.S.O. that allows for a 6% increase each fiscal year. In comparison with other municipalities, the Town has a very economical and fair contract with P.B.S.O. The contract is up for renewal every June for the next fiscal year.

(b) Waste Pro: The Town contracts with Waste Pro to provide for Solid Waste Services for the Town. This covers Solid Waste services for all residential properties. All non-residential properties are required to contract with Waste Pro separately and on their own. The contract allows for a small cost of living increase by Waste Pro. It is important that each fiscal year, the Town negotiates with Waste Pro this increase no later than the beginning of June prior to the next fiscal year. This needs to occur to allow any increase to be considered before the Town conducts its Solid Waste Assessment hearing to set the rate for the next fiscal year.

(c) Code Enforcement (Calvin, Giordano & Associates): The Town contracts with Calvin, Giordano & Associates to provide code enforcement services. CGA agreed to amend their last two months of their current contract to go to an "as-needed" basis to be paid hourly. The currently hourly rate is \$85.00/hour as per the contract price. Town Staff has been directed to

negotiate a month-to-month extension beyond the September 30, 2009 expiration date of the current contract until the Town has the opportunity to re-issue RFP 2009-004 for code enforcement services.

(d) Goren, Cherof, Doody & Ezrol: The Town contracts with this firm for Attorney Services. The agreement has no end date established however the Agreement is terminable by majority vote of the Town Commission at any time and terminable by The Town Attorney upon thirty (30) days written notice tendered to the Town. The services are provided at a rate of \$185.00/hour (which is the original amount negotiated with the Town at its inception). The Town Council must approve these invoices before processing payment. This is placed on the consent agenda at the regular Town Council Meetings.

(e) New Community Strategies: The Town has contracted with NCS since June 2007 to provide Town Management, Town Clerk and Financial Management. The last day of NCS' management contract is September 30, 2009. NCS has been paid in full and no more money is due to the company. Frank R. Spence, Inc has signed a contract to begin providing Town Management services as of October 5, 2009. The negotiated fee to be paid monthly to Frank R. Spence, Inc is \$16,666 (\$200,000 annually). The first payment to Frank R. Spence, Inc. will be processed on November 1, 2009.

(f) T.G.I. Office Automation: The Town contracts with T.G.I. to provide services for the office copier. Service calls, parts, labor and toner are included and not charged to the Town. There is a charge of .006 cents per copy that is paid on a monthly basis based on the meter reading. There is no expiration date on the contract, however there is a 30 day notice of termination required should the Town wish to exercise this option.

(g) Frank Schiola: The Town contracts with Frank Schiola to provide Solid Waste Service monitoring. This Agreement commenced on May 20, 2009 for a period ninety (90) days, up to and including August 19, 2009. The Town Council renewed the agreement for an additional 90 days. The Town Council upon the expiration date of the current agreement can renew the agreement through a motion. Either Party upon providing five (5) calendar days written notice may terminate the agreement. Upon termination by TOWN, CONTRACTOR shall cease all work performed hereunder and TOWN shall pay to CONTRACTOR any earned and unpaid portion of the compensation due CONTRACTOR. The Town compensates Frank \$25.00 per hour not to exceed 10 hours per week. Frank invoices by the 5th of the following month that the services were provided.

(h) Interlocal Agreement with Palm Beach County Planning, Zoning, Building and Land Development Department: The Town has entered into an interlocal agreement with PBC PLZB to provide services as outlined in the agreement. These services are not provided by the Town but maybe at a future point. This Interlocal Agreement is in effect from the date it is executed by both parties to September 30, 2007, and is automatically renewed thereafter from fiscal year to fiscal year (October 1 to September 30), unless either party here to shall notify the other in writing of the party's desire to terminate all or part of this Agreement six (6) months

in advance, no later than April 1 of the previous fiscal year. This Agreement shall not be terminated except at the expiration of the contract term, or at the expiration of any renewal, unless agreed upon in writing sixty (60) days in advance of both parties. If neither party gives notice of its intent to terminate the parties shall negotiate the terms of any revisions prior to the renewal no later than May 15th of each fiscal year. There is no financial obligation of the Town for these services.

(i) Interlocal Agreement with Loxahatchee Groves Water Control District (use of the District facilities): The Town has entered into an interlocal agreement with LGWCD for the use of the District Board Meeting Room. There is no expiration on the agreement and automatically renews every six months from the original execution date of May 7, 2007. Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon less than thirty (30) days notice, written or otherwise, to the other party in emergency situations. There is no specified rate per hour in the contract however the current rate being charged to the Town for the use of the facility is \$30.00 per hour. The payments are made on a monthly basis for the previous months use of the facility.

(j) Interlocal Agreement with Loxahatchee Groves Water Control District (traffic signage): The Town has entered into an interlocal agreement with LGWCD to provide for the construction, installation, and maintenance of municipal road signs. The TOWN shall furnish the DISTRICT, at DISTRICT'S request based upon their knowledge of the area, sufficient traffic and street name signs to complete installation in accordance with standard traffic engineering practices as governed by the Manual on Uniform Traffic Control Devices. The TOWN, however, shall not be required to furnish such signs which TOWN determines are not warranted based upon the traffic engineering standards. The agreement has no expiration date can be terminated with a 90 day notice by either party. The Town is responsible for the purchase of all the signs and materials that is provided by the interlocal agreement

Project Related:

(a) Albern Caballero & Castellanos, L.L.P.: The Town contracts with this firm for Financial Audit Services. The Town has a five-year contract, which concludes after the completion of the 2010-2011 Town Audit. The rates for each of the fiscal years are included in the executed agreement.

Financial Obligations: The audit fee for the 2008-2009 audit has been paid in full.

(b) Okeechobee Round-Abouts Justification Study (Calvin, Giordano & Associates): The Town has entered into an agreement for CGA to perform a Okeechobee Round-About Study to pursue funding through the Palm Beach County Local Area Planning (LAP) funding. The findings were submitted to the County and Councilman Dennis Lipp and Jeff Maxwell, CGA met with PBC Engineers to discuss the report.

Financial Obligations: The total project cost is \$14,340.00. As of September 24, 2009, \$13,682.00 has been paid towards the project.

(c) Preparation of the 2009 Florida Department of Environmental Protection (“FDEP”) 319 Water Quality Grant Application (Calvin, Giordano & Associates): The Town desired to pursue the grant funding available through the 2009 Florida DEP 319 Water Quality funding cycle. The Town contracted with C.G.A. to prepare the application and follow through the entire cycle of approval and funding. CGA shall complete all work and present the application and supporting documentation to FDEP on or before May 31, 2009. CGA will continue to respond to inquiries until the FDEP issues a determination on the TOWN’s grant application in September, 2009. This Agreement may be extended for additional time upon the execution of a written amendment to this Agreement

Financial Obligations: The total project cost is \$7840.00. As of September 24, 2009 \$4665.44 has been paid towards the project.

(d) Environmental Regulations (Calvin, Giordano & Associates): The Town has contracted with CGA to assist the Town with the drafting and adoption of the Town’s Environmental Regulations. It is desired the drafting be completed by June 16, 2009. This time frame will be extended due to the desire for an additional workshop to provide more feedback and direction. The Town Council approved an additional expenditure of \$1500.00 for Sandra Lee, CGA and Town Staff to conduct an additional Public Workshop to work through the remainder of the regulations. There have been two public workshops so far and the third will be dedicated to summarizing all the changes so a final document can be presented to the Town Council. It is the desire of the Environmental Regulations Stakeholder Group to publicly meet with just the public, without CGA, to brainstorm further and to work out the final issues. Frank Spence will need to coordinate with the Stakeholder Group to schedule their public meeting and then coordinate with Sandra Lee, CGA to hold the third and final public workshop.

Financial Obligations: The original project cost of \$5,000 has been paid in full. The additional \$1500.00 won’t be paid until after the final workshop and the final document is presented to Town Council.

(e) Land Development Regulations (The Mellgren Planning Group): The Town has contracted with TMPG to assist the Town with the drafting and adoption of the Town’s Land Development Regulations. It is desired the drafting be complete by December 2009 and be presented to the Town Council for adoption in December 2009 - January 2010. There have been three public workshops held to date. The next step is for Town Staff to send out the questionnaire that will be approved the Town Council at the October 6, 2009 meeting. Once the questionnaire is sent out, they will need to be completed and received by the Town Office three weeks from the date they were sent out. Town Staff will compile all the results and submit to The Mellgren Planning Group. The results and the rough draft of the Uses Chapter of the Land Development Regulations need to be discussed and presented to the public at the fourth and final workshop (the date will need to be determined by Town Staff and TMPG.)

Financial Obligations: The total project cost is \$57,500. There have been two payments made in the amount of \$32,752.70 to date. There has been a third invoice that was submitted, but should not be paid until 75% of the code that has been written is submitted to Town Staff for review.

(f) **Interlocal Agreement with Loxahatchee Groves Water Control District (for the funding of construction, reconstruction and maintenance of public roads located within the Town of Loxahatchee Groves):** The Town of Loxahatchee Groves Town Council approved funding for two essential FY 2010 projects at their May 5, 2009 public meeting. These projects are: (1) "D" Road Canal Improvements – Phase II and (2) "A" Road Right-of-Way Land Survey totaling \$240,000.

Financial Obligations: Upon receipt of its share of the Local Option Fuel Taxes, TOWN agrees to reimburse the DISTRICT in an amount not to exceed TWO HUNDRED FORTY THOUSAND DOLLARS (\$240,000.00) for transportation-related expenditures as provided for in Section 336.025, Florida Statutes. The Town has dispersed \$27,382.02 to date to the LGWCD.

As Needed:

(a) **Land Research Management:** The Town uses LRM as a planning consultant as well as the liaison with Palm Beach County Planning, Zoning and Building. The services are only used on an on-call basis at a rate of \$125.00/hour. This service will not be needed once the Town hires its own planning firm on a permanent basis.

(b) **Engineering Services:** The Town uses Calvin, Giordano & Associates as an engineering consultant. The services are only used on an on-call basis at a rate of \$120.00/hour. This service will not be needed once the Town hires its own planning firm on a permanent basis.

(c) **In-Rem Solutions:** The Town uses In-Rem Solutions as a grant-writing specialist. The services are only used on an as-needed basis should the Town research a particular funding source and wish to pursue it through direction by the Town Council. Once the research is completed and Town Council votes to direct Town Staff to pursue the grant, In-Rem Solutions then will take over the application and follow the progress. The services are provided at a rate of \$125.00 per hour.

(d) **Ashbritt, Inc.:** The Town contracts with Ashbritt, Inc. to perform disaster debris removal services. The Town is subject to hourly rates that are included in the contractual agreement. The Town commenced the contract in November, 2008. After the initial one (1) year term, the TOWN shall have the option to renew for an additional term of one (1) year, and upon completion of that period, the TOWN shall again have the option to renew for an additional term of one (1) year. This Agreement may be terminated for cause by action of the Town Council if the CONTRACTOR is in breach and has not corrected the breach within thirty (30)

days after written notice from the TOWN identifying the breach, or for convenience by action of the Town Council upon not less than thirty (30) days' written notice by the TOWN Manager. This Agreement may also be terminated by the Town Manager upon such notice as the Town Manager deems appropriate under the circumstances in the event Town Manager determines that termination is necessary to protect the public health, safety, or welfare. The CONTRACTOR may terminate this Agreement for cause if the TOWN is in breach and has not corrected the breach within thirty (30) days after written notice from the CONTRACTOR identifying the breach.

(e) Disaster Debris Monitoring Services (Calvin, Giordano and Associates): The Town has contracted with CGA to provide disaster debris monitoring services as specified in the agreement. The Town is subject to hourly rates that are included in the contractual agreement. The Town commenced the contract in October, 2008. The agreement may be terminated with a 7 day notice.

4. PLANNING, ZONING AND BUILDING MATTERS

Summary: Town management has worked with Palm Beach County Planning and Zoning under the guidelines set forth by the Inter-local Agreement with the Town. We have established a system of reporting and processing for all applications for the Town. In addition, we have set up a direct line of communication to solve any issues and provide information relating to zoning and planning matters with the Town. The relationship that has been built with key personnel in Palm Beach County PLZB has been critical to the success and will play a very important role when the Town transitions with their own planning firm to handle these services.

Ongoing:

- (a) Business Tax Licenses: The system that has been implemented with Palm Beach County is that all new business tax receipts must receive final approval with the code enforcement inspection. The applicant would first get a zoning approval from PBC. Once the zoning approval is completed, the Town would then be the final signature with a site inspection. Once the Town has approved, the applicant can then pay for and receive the Business Tax Receipt. Although this system has been implemented, the execution from PBC has been inconsistent. The process has greatly improved over the last two years, but still needs to more consistent from the County side. Any renewal of a business tax receipt does not need Town approval.
- (b) Conditional Use, Zoning Change Applications, Site Plans and Plat Approvals: PBC still handles the review and analysis of any application that is submitted for the Town of Loxahatchee Groves. With the moratorium in place over the last year, the activity of submittals has been slow. There were some projects that were exempt by the moratorium in which the Town has considered over the last year. The Town has used

the planning consultant services of Land Research Management to assist with technical assistance once the application is completed by the County and sent to the Town for a hearing before the Town Council.

(c) Comprehensive Plan: The Town adopted their first Comprehensive Plan and the Florida Department of Community Affairs found the plan to be in compliance and issued their notice of intent. A third party intervened before the notice of intent was complete. The Town is now involved with the DOAH to resolve these matters and to assist the DCA with the hearing to defend the Town's Comprehensive Plan.

(d) Land Development Codes:

a. Environmental Regulations: PBC ERM does not enforce or process and requests or applications on behalf of the Town. The development of the Town's own Environmental Code is nearly complete. Once the new ERM regulations are adopted by the Town, the Town will have full responsibility to enforce the regulations as well as process all requests for permits.

b. Land Development Regulations: The Town has previously adopted the Palm Beach County Unified Land Development Code as its own Land Development Regulations. The Town desires adopt and implement its own Land Development Regulations that will be consistent with the Town's Comprehensive Plan. The Town has retained the services of a planning firm to draft and adopt the Town's own Land Development Code. This process should be complete by December 2009.

(e) Comprehensive Plan / Land Use Plan Amendment Process: The Town's Comprehensive Plan has been approved by the Florida Department of Community and Affairs, but is being held up by a challenge that will need to be settled with an Administrative Law Judge. In the interim, the Town Council created the opportunity for individuals in the Town of Loxahatchee Groves to submit an application for a Land Use Plan Amendment through the passage of Ordinance 2008-011 (extension of the Town's moratorium). Typically Palm Beach County handles all planning and zoning review, however in this case, since the Town has its Comprehensive Plan completed, they are unable to provide this review. Therefore, on April 7, 2009, the Town Council approved the process for reviewing these applications and retained the services of Land Research Management (James Fleischman and Kevin McGinnley) to administer the process. Once LRM is completed with their review and have deemed the submittal sufficient, the package will be transmitted to Town Staff. As stated in Ordinance 2008-011, applications for amendments to the Town's Future Land Use Map may be submitted for consideration. However, the Town is under no obligation to approve, or transmit the land use plan amendment to the Department of Community Affairs until such time as the Town has adopted its Comprehensive Plan. It has been expressed

by the Town Council that they would desire to hold off on any decision until the Comprehensive Plan is officially adopted the Town Council.

Future:

- (a) Business Tax Licenses: Since a PBC Business Tax License is required, you cannot eliminate that requirement, however, Town Staff strongly encourages the Town to consider adding a Town business tax receipt once the Town retains the services of a planning firm. Once the new Land Development Codes are adopted, the Town will need to enforce the code that specifies what uses (businesses) are allowed to operate within the Town. This will be achieved through the issuance of a Town Business Tax Receipt.
- (b) Conditional Use , Zoning Change Applications, Site Plans and Plat Approvals: The recommended time frame for retaining the services of a planning firm to handle these services as provided by Palm Beach County Planning, Zoning, and Building is for the Town to issue a RFQ in October 2009. This will allow the Town to award the contract and commence the service at the same time the Town's Land Development Regulations are adopted. It is very critical to stay in constant communication with Jon MacGillis, director of PBC Zoning Division as to the progress of the LDR's and the retention of a planning firm. The transition between the Town and PBC is very critical and will require a lot of cooperation, communication and teamwork. There should be at least a 90 day overlap between the County and the Town's new planning firm with providing these services to insure a smooth transition.
- (c) Environmental and Land Development Regulations: Once the Town adopts their own regulations, the Town Council will have to make a decision of how to educate and enforce these new regulations.

5. PALM BEACH COUNTY WATER UTILITIES:

Town Management successfully negotiated a franchise agreement with Palm Beach County Water Utilities to provide Potable Water, Wastewater and Reclaimed Water Utilities service to the Town of Loxahatchee Groves. The service is somewhat limited to the parcels that are located along the pipeline (Southern Blvd, Okeechobee Blvd, and North Road). Service is available to any resident or landowner, however, but it has been found to be very costly and time consuming should someone not located on the pipeline desire to connect to the system. The Town started receiving revenue from the Franchise Fees in May, 2009.

6. COMMUNICATIONS WITH RESIDENTS AND LANDOWNERS:

Town Staff has produced and sent out several newsletters over the last year. This is a task that should be continued by the new management team at least quarterly (preferably bi-monthly). In addition, Town Staff has worked diligently to provide a very informative and user

friendly Town website (www.loxahatcheegroves.org). Some of the items that can be found on the website are:

- a. News and Announcements
 - b. About the history of the Town
 - c. Information relating to the Town Council members and Town Staff
 - d. Meeting information (agendas, minutes, legal notices and recordings)
 - e. All planning, zoning and building information
 - f. All ordinances, resolutions, budgets, and other pertinent Town documents.
 - g. Election information
 - h. Bidding opportunities
 - i. Town Calendar
 - j. Community information, equestrian information and important phone numbers and contact information
- and much, much more.....

FINANCE AND RISK MANAGEMENT

Summary: New Community Strategies has provided basis financial management as provided by the contractual agreement with the Town. Over the past year, the Town has:

- (1) Adopted Ordinance 2008-004. This ordinance provides for the policies for investment of funds, audit procedures, payments of money, and preparation and implementation of fiscal year budgets.
- (2) Adopted Ordinance 2008-009: This ordinance provides for the procurement policies, procedures and guidelines for the Town.

Town Management has implemented the following procedures as outlined in memorandums provided to the Town Council:

- (1) Internal cash receipt procedures (attached)
- (2) Internal cash disbursement procedures (attached)

The Town was awarded the Certificate of Achievement in Excellence in Financial Reporting for the 2006-2007 Fiscal Year. The 2007-2008 Fiscal Year audit is complete and will be available to the Town Council by the end of June beginning of July 2009.

Town Staff was responsible for the drafting and implementation of the 07-08, 08-09 and 09-10 Fiscal Year Budgets. Town Management was able to manage the budget successfully by maintaining the millage rate of 1.5000 for the first two years and building up unrestricted reserves of about \$1.1 Million. The 09-10 budget was approved with a decrease in the millage rate to 1.4000, despite a 25% decrease in the overall taxable property values. In addition, the budget was constructed so that approximately \$200,000 will be contributed to the unrestricted reserves.

The Town has \$800,000 invested in various C.D.A.R.'s with varying maturity dates. The public funds checking account maintains a balance of approximately \$250,000 with the remaining cash flow being "swept" on a nightly basis (this is a part of the "Sweep" Agreement that the Town has executed with Riverside National Bank)

It was indicated that a financial procedures manual would be implemented for the 08-09 Fiscal Year. The ordinances and procedures implemented used were adequate in providing financial consistency and efficiency. As requested in the Audit Findings in the 07-08 and 08-09 Audit, a Financial and Accounting Procedures Manual is complete and will be presented to the Town Council at the October 6, 2009 meeting for approval.

Through Resolutions 2009-008 and 2009-014, the Town Council created the **Finance Advisory and Audit Committee**. This committee serves as the Town's Audit Selection Committee and other duties include:

- To conduct review and analyses of projects assigned by the Town Council, and make recommendations to the Town Council.
- To review and evaluate financial activities of the Town and make recommendations to the Town Council.
- To review Town policies and procedures affecting financial functions, and make recommendations to the Town Council as deemed appropriate.

The Committee plays an integral part in the overall financial management and review for the Town Council. The Committee reviews the Town Financials on a monthly basis, reviews and approves all contracts and RFP's/RFQ's. It is vital that Town Management work closely with the committee to ensure transparency and efficiency with all financial matters.

CLERICAL

Summary: As outlined in the contractual agreement, Town Staff has performed traditional Town Clerk functions. Town Staff has established and is maintaining a professional Town Clerk system by performing the following tasks:

- a) Prepare minutes of Town Council meetings, workshops and committee meetings.
- b) Prepare and distribute agenda packets for the above-referenced meetings.
- c) Provide for public notice of all meetings subject to the Sunshine Law and provide for legal advertising – publication and posting of notices – as required.
- d) Maintain custody of municipal records, including ordinances, resolutions, contracts and agreements; and promulgates procedures for the orderly management, maintenance, retention, and destruction of said records in accordance with state law. Serves as the state Records Management Liaison Officer.
- e) Administer the publication, maintenance and distribution of the City Code of Ordinances and supplements thereto.
- f) Provide for response to public records and informational requests received.
- g) Serves as the liaison and final certification for all Business Tax Licenses in Palm Beach County within the Town of Loxahatchee Groves.

New Community Strategies records manager evaluated the Town's record keeping. A complete of tasks for the new management team will be provided for consistency and a smooth transition.

EMERGENCY MANAGEMENT:

Summary: Town Staff has worked closely with Calvin, Giordano & Associates, Loxahatchee Groves C.E.R.T., Ashbritt Inc., and the Loxahatchee Groves Water Control District to coordinate emergency management activities. Town Management has the responsibility of running the Town's E.O.C. during and disaster as well as managing the Town's Point of Distribution with the Loxahatchee Groves C.E.R.T. should the National Stockpile be activated.

On-Going: Town Staff must always be in communication with the residents and landowners to provide education and information pre and post emergency. The Town's website has vital information and the Town's EOP will provide a road map to handling emergencies that Town may encounter.

Future: The final draft of the Town's EOP (which includes the Disaster Debris Management Plan) will be presenting to the Town Council in October 2009 for adoption. The EOP will need periodic updates and revisions throughout each year. A table-top exercise will need to be coordinated by Town Management with a facilitator, Town Staff, Town Council, Clete Saunier (LGWCD), CERT, CGA and Ashbritt, Inc. Town Staff has secured a facilitator and will provide that information to Frank Spence.

TOWN MANAGEMENT COMPLETED TASK LIST FROM 2007-2008 MANAGEMENT:

1. Create and implement policy and procedure manual for Town Office. This will provide for ease of access to necessary information for all staff and Council members: This policy and procedures manual (Town Management Reference Guide) has been instituted and will be a great asset to the new Town Management team.
2. Implement Government Uniform Method of Accounting and Reporting for the 2008-2009 fiscal year: This was implemented at the commencement of the 07-08 fiscal year.
3. Establish a 5-year business plan for the Town to consider: A 5 year financial projection was outlined in the Town's adopted Comprehensive Plan.
4. Map out long-term plan and structure for the Town to establish the following:
 - a. Uniform Land Development Codes: The Town is in the process of drafting and adopting it's own Land Development Code. This process should be complete by the end of 2009.
 - b. Town Code of Ordinances: The Town has adopted the PBC Code of Ordinances as its own. Once the Land Development Code is adopted, the Town Council may desire to adopt ordinances to address specific items in the code.
 - c. Planning and Zoning: Palm Beach County, through an inter-local agreement with the Town, handles all planning and zoning matters on behalf of the Town. Once the Town adopts its own ULDC, the Town will then need to have in place a process to handle all planning and zoning matters within the Town itself. This can be accomplished by hiring additional town staff or outsourcing to a specialized firm that handles all planning and zoning matters: As outlined in a long-term plan submitted to the Town Council, the Town will need to retain the a planning firm the handle the services provided by PBC PLZB through the interlocal agreement. A complete time line for implementation and transition was presented to the Town Council.
 - d. Retain the on-call services of a grant-writing firm: Town Management will research and present opportunities for the Town to receive financial assistance with matters that the Town Council deems necessary and appropriate: The Town did retain the services of In-Rem Solutions to provide grant writing assistance. The Town also took advantage of the services provided by Jeff Maxwell, Traffic Engineer from Calvin, Giordano and Associates to pursue a grant for the Town as well.