

TOWN OF LOXAHATCHEE GROVES

TOWN HALL COUNCIL CHAMBERS

TOWN COUNCIL REGULAR MEETING

Community Open Discussion Meeting 6:00-6:55 PM (Non-Agenda Items Workshop)

AGENDA

NOVEMBER 2, 2021 - 7:00 - 10:30 P.M.



Robert Shorr, Mayor (Seat 4)

Phillis Maniglia, Councilmember (Seat 1)

Laura Danowski, Vice Mayor (Seat 2)

Marianne Miles, Councilmember (Seat 3)

Marge Herzog, Councilmember (Seat 4)

Administration

Town Manager, James S. Titcomb

Assistant Town Manager, Francine L. Ramaglia

Town Attorney, Elizabeth Lenihan, Esq.

Town Clerk, Lakisha Q. Burch

Public Works Director, Larry A. Peters, P.E.

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

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

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

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

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

TOWN COUNCIL AGENDA ITEMS

CALL TO ORDER

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

ROLL CALL

ADDITIONS, DELETIONS AND MODIFICATIONS

COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

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

CONSENT AGENDA

1. Approval of **Resolution No. 2021-56** purchasing of the GradeAll XL5100 Excavator.
2. Receive and File purchases in accordance with Ordinance 2020-02 for United Rentals North America and Palmdale Oil Company, Inc.
3. Receive and File vendors payments in FY 2021 between \$10,000 and \$ 25,000.

PROCLAMATION

4. National Hunger & Homelessness Awareness Week.

PRESENTATION

5. Update from Safebuilt regarding Building and Code Enforcement – John Stone.

PUBLIC HEARING AND REGULAR AGENDA

6. Approval of **Ordinance No. 2021-08** on second reading Qualifying Dates for the March 2022 Election.
7. Approval of **Ordinance No. 2021-09** on second reading Referendum to remove Election Qualifying Dates from Town's Charter.
8. Approval of **Ordinance No. 2021-10** on second reading adding Qualifying Dates in the Loxahatchee Groves' Code.
9. Approval of **Ordinance No. 2021-11** on second reading Referendum to amend Signature Requirements in the Town's Charter.
10. Approval of **Ordinance No. 2021-12** on second reading Referendum to amend Canvassing Board in Town's Charter.
11. Approval of **Ordinance No. 2021-13** on first reading Referendum to amend Section 6 Budgeting and Appropriations.

TOWN COUNCILMEMBER COMMENTS

Phillis Maniglia (Seat 1)

Laura Danowski (Seat 2)

Marianne Miles (Seat 3)

Marge Herzog (Seat 5)

Mayor Robert Shorr (Seat 4)

TOWN STAFF COMMENTS

Town Manager

Assistant Town Manager

Town Attorney

Public Works Director

Town Clerk

ADJOURNMENT

Comment Cards:

Note public comment rules may be modified during the COVID-19 pandemic, see above.

Anyone from the public wishing to address the Town Council, it is requested that you complete a Comment Card before speaking. Please fill out completely with your full name and address so that your comments can be entered correctly in the minutes and give to the Town Clerk. During the agenda item portion of the meeting, you may only address the item on the agenda being discussed at the time of your comment. During public comments, you may address any item you desire. Please remember that there is a three (3) minute time limit on all public comment. Any person who decides to appeal any decision of the Council with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which included testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate should contact the Town Clerk's Office (561-793-2418), at least 48 hours in advance to request such accommodation.

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Agenda Item # 1

TO: Town Council of Town of Loxahatchee Groves
FROM: Larry A. Peters, P.E. Director of Public Works
VIA: James Titcomb, Town Manager
SUBJECT: Proposed Purchase of a 2010 Gradall XL-5100

Background:

It has come to the attention of the Public Works Department of the Town of Loxahatchee Groves, that the Palm Beach County Thrift Store has a 2010 Gradall XL-5100 for sale. The Gradall XL-5100 is a very versatile piece of equipment. This particular Gradall has several attachments that will be very beneficial for Canal work, the installation of drainage culverts, and roadside swale creation. Public Works has also provided additional information on comparable Gradall's for sale, indicating that the Palm Beach County Thrift Store's Gradall offering of \$65,319.00 is a fair price.

Recommendations:

Staff recommends that the Town Council approve the purchase of the 2010 Gradall XL-5100 from the Palm Beach County Thrift Store for \$65,319.00.

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TOWN OF LOXAHATCHEE GROVES

RESOLUTION NO. 2021-56

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA AUTHORIZING THE PURCHASE OF EQUIPMENT FROM THE PALM BEACH COUNTY THRIFT STORE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Loxahatchee Groves (“Town”) is in need of a Gradall to enhance installation and maintenance activities for drainage throughout the Town; and

WHEREAS, the Palm Beach County Thrift Store (“Thrift Store”) is a municipal investment recovery cooperative involving sixteen area local governments; and

WHEREAS, the Thrift Store currently has a 2010 Gradall XL-5100 with several attachments being offered for sale (“Equipment”); and

WHEREAS, pursuant to Section 2-133(b)(11) of the Town of Loxahatchee Groves Code of Ordinances, the purchase of goods provided by governmental agencies is exempt from competitive selection; and

WHEREAS, the Town has determined it to be in the best interests of the residents of the Town to purchase the Equipment from the Thrift Store.

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

Section 1. The above recitals are hereby adopted as if fully set forth herein.

Section 2. The Town Council of the Town of Loxahatchee Groves, Florida hereby approves the purchase of the Equipment from the Thrift Store for \$65,319.00.

Section 3. This Resolution shall take effect immediately upon adoption.

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

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Robert Shorr, MAYOR	☐	☐	☐
Laura Danowski, VICE MAYOR	☐	☐	☐
Marge Herzog, COUNCIL MEMBER	☐	☐	☐

Marianne Miles, COUNCIL MEMBER

☐ ☐ ☐

Phillis Maniglia, COUNCIL MEMBER

☐ ☐ ☐

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES,
FLORIDA, THIS ___ DAY OF _____, 2021.**

**TOWN OF LOXAHATCHEE GROVES
FLORIDA**

ATTEST:

Robert Shorr, Mayor

Lakisha Burch, Town Clerk

Laura Danowski, Vice Mayor

APPROVED AS TO LEGAL FORM:

Margaret Herzog, Council Member

Phillis Maniglia, Council Member

Elizabeth Lenihan, Town Attorney

Marianne Miles, Council Member



PROMO



Used 2008 GRADALL Excavators XL4100 III

GE08513X

\$69,850

Kirby Smith

Popularity Stats

 **Seen 7 times** (last 30 days)

 Saved by 1 person

 The price has not decreased recently

Description

GE08513X

2008 GRADALL, XL4100 III Excavators - Wheel, 31,064 miles - Eng rebuilt in 2017 @5473 hours.Serial Number;

Message From Kirby Smith

Did you know that purchasing New or Used Equipment that is placed into service by 12/31/2020 could help you lower your taxes for 2020?

With Section 179 and 100% Bonus Depreciation, now is a great time to consider adding to your fleet.

Check our vast selection of used equipment or call us to learn more about your options today!

The Authority in Construction, Paving, Crane and Pipeline Equipment for Oklahoma City, Tulsa, McAlester, Amarillo, Lubbock, Abilene, Odessa, Ft. Worth, Dallas, Waco, Kansas City and St. Louis. With a team of experts in each of our divisions - Crane, Heavy Equipment, and Industrial Equipment - we offer everything our customers need: parts, rentals, sales, service financing, product support, and training.

Details

Condition:	Used
Year:	2008
Make:	GRADALL
Model:	XL4100 III
Class:	EARTHMOVING
Category:	Excavators
Location:	Oklahoma City, OK
Stock Number:	GE08513X
Hours:	6,000
Size:	STANDARD

Kirby Smith

Did you know that purchasing New or Used Equipment that is placed into service by 12/31/2020 could help you lower your taxes for 2020?

With Section 179 and 100% Bonus Depreciation, now is a great time to consider adding to your fleet.

Check our vast selection of used equipment or call us to learn more about your options today!

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Call 1-866-541-3622

Disclaimers

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+1 305 819 3700

(800) UDELSON INFO@POWERTRAC.COM

2009 GRADALL XL3100 III

\$89,500.00 USD

Excavator - Wheel

POWERTRAC MACHINERY

7181 NORTHWEST 77TH AVENUE
MIAMI, FLORIDA, 33166
UNITED STATES

CONTACT INFO

PHONE: 305-819-3700
TOLL-FREE USA: 1-800-UDELSON
FAX: 305-819-8555

UNIT#: EXW00259

SMU/HRS: 4925



FEATURES

- 4 X 4
- AIR CONDITIONED CABS W/ HEATERS
- EATON FULLER 9 SPEED MANUAL TRANSMISSION
- GROSS VEHICLE AXLE WEIGHT RATING IS 44,000 LBS.
- 425/65R22.5 FRONT TIRES
- 11R24.5 REAR TIRES
- DIFFERENTIAL LOCK
- DITCH CLEANING BUCKET
- WORK LIGHTS & MIRRORS
- X-COUNTY MACHINE
- 2,948 MILES
- EXCELLENT CONDITION



PROMO



Used 2013 GRADALL Excavators

XL3100 III

\$78,900

Construction Equipment Station

Popularity Stats

👁 **Seen 3 times** (last 30 days)

♥ Be the first user to .

💎 The price has not decreased recently

Description

2013 GRADALL, XL3100 III Excavators - Wheel, Call for more infoSerial Number: 330000073,For More Information Call: Ismael Bilbeisi +17343838000

Details

Condition: Used

Year: 2013

Make: GRADALL

Model: XL3100 III
Class: EARTHMOVING
Category: Excavators
Location: Wayne, MI
Serial Number: 330000073
Hours: 965
Size: STANDARD

Construction Equipment Station

Call 1-734-383-8000

Disclaimers

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1993 GRADALL XL5100



USD **\$69,000**

Seller Information

Empire Southwest
Mesa, Arizona 85210

Phone: (480) 550-3927
Contact: Used Sales

Machine Location:
📍 3501 W Houser Rd
Eloy, Arizona 85131



[Hide Thumbnails](#)

Description

Tandem Axle Additional Booms and Buckets Available at Additional Cost

Specifications

Year	1993	Manufacturer	GRADALL
Model	XL5100	Hours	2,455
Serial Number	0518102	Condition	Used
Stock Number	CN11850	ROPS Type	Enclosed
Engine Manufacturer	Cummins		

[Show As Paragraph](#)

PALM BEACH COUNTY THRIFT STORE AUCTION - November 6,2021									
FY	2022								
LOT #	ASSET #	YEAR	MAKE / MODEL	FLEET VIN	Title #	MILEAGE / HRS	COST	Suggested Bid \$	
XXXXX	10161633	2010	GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted	5100000579	104637762	4,299	\$204,122.40	\$ 65,319	

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Total Hours: 749.80	Labor: 46,389.00	Parts: 55,383.37	Comm: 18,560.80	Charged: 120333.16
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Work Order: 1007171	Meter: 10	In Date: 07/08/2010	Closed: 07/12/2010
Problem: check in			

Work Completed

- Vehical check in
- Install locks and protective covering for wirring
- Test run
- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
2462641 Padlock	2.00

Hours: 10.50	Comm: 0.00	Labor: 630.00	Parts: 53.86	Total: 683.86
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Work Order: 1007222	Meter: 0	In Date: 07/09/2010	Closed: 07/09/2010
Problem: Make & Apply Decals. Check Fluids, Belts and Operation			

Work Completed

- Make & Apply Decals. Check Fluids, Belts and Operation

Hours: 1.00	Comm: 0.00	Labor: 60.00	Parts: 0.00	Total: 60.00
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Work Order: 1007547	Meter: 19	In Date: 07/19/2010	Closed: 07/19/2010
Problem: weld asset #			

Work Completed

- weld asset # on attachments
- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
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Hours: 2.00	Comm: 0.00	Labor: 120.00	Parts: 2.00	Total: 122.00
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Work Order: 1008684	Meter: 19	In Date: 08/12/2010	Closed: 08/16/2010
Problem: repair turn and hazard lights			

Work Completed

- Repair hazard lights
- Cap line and top off hyd. system
- To mako for parts
- Travel to indiantown road
- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
Aw68 Hydro Fluid Hydraulic Oil 68	80.00
El12 Flasher Electronic (tridon)	1.00
Fitting	1.00
Fitting	1.00

Hours: 7.50	Comm: 8.15	Labor: 450.00	Parts: 257.80	Total: 715.95
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10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1009117 **Meter:** 27 **In Date:** 08/24/2010 **Closed:** 08/26/2010
Problem: wash

Work Completed

- wash boom
- Shop Supplies

Hours: 1.50

Comm: 0.00

Parts Issued

Car Wash Soap Stock #485360104
Shop Supplies

Quantity

1.00
1.00

Labor: 90.00

Parts: 10.02

Total: 100.02

Work Order: 1009468 **Meter:** 50 **In Date:** 08/31/2010 **Closed:** 09/02/2010
Problem: tubo hose

Work Completed

- install popped off turbo hose
- fm to 706
- Shop Supplies

Hours: 2.50

Comm: 0.00

Parts Issued

Shop Supplies

Quantity

1.00

Labor: 150.00

Parts: 2.00

Total: 152.00

Work Order: 1009880 **Meter:** 73 **In Date:** 09/09/2010 **Closed:** 09/17/2010
Problem: hyd. leak

Work Completed

- repair hyd.at mower deck
- Shop Supplies

Hours: 1.50

Comm: 0.00

Parts Issued

Shop Supplies

Quantity

1.00

Labor: 90.00

Parts: 2.00

Total: 92.00

Work Order: 1010669 **Meter:** 79 **In Date:** 09/28/2010 **Closed:** 09/29/2010
Problem: cable wrap around mower

Work Completed

- remove cable from around mower head
- fm to 706 and jupiter farms road
- Shop Supplies

Hours: 4.50

Comm: 0.00

Parts Issued

Shop Supplies

Quantity

1.00

Labor: 270.00

Parts: 2.00

Total: 272.00

10/18/2021
2:31:37 PM

10181516 Palm Beach County Fleet Management Asset Maintenance History
2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1010849 **Meter:** 83 **In Date:** 10/01/2010 **Closed:** 10/04/2010
Problem: Repair boom

Work Completed

Parts Issued

Quantity

- Replumbed boom hoses with G&s
- Jupiter farms 2xs
- To Mako
- Change boom ext.
- Shop Supplies

Shop Supplies

1.00

Hours: 16.00

Comm: 115.49

Labor: 960.00

Parts: 2.00

Total: 1,077.49

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1011054 **Meter:** 217 **In Date:** 10/06/2010 **Closed:** 12/03/2010
Problem: blades

Work Completed

- check blades order
- fm to 706
- replace ext ,pins and mower , blades and bolts
- replace quick couplings at both ends of ext.
- mount tool box , replace Rf steps
- pm service
- service tilt trans
- adjust ac belt
- machine pins to specifications vanlinda
- raise Lr fender
- adjust clutch and move adjustment spline shaft
- two road tests
- Shop Supplies

Parts Issued

Quantity

Freight	1.00
Freight	1.00
Freight	1.00
Shop Supplies	1.00
8048-4133 Filter Kit (10156563 10169578 10181516)	1.00
L0152-063 Gear Shield	1.00
15/40 Oil	30.00
12345841 Gear Oil Synthetic 75w-90	1.00
Cap Plate	2.00
Step Angle	2.00
Step Support	2.00
Cap Plate	2.00
66br Clear Silicone	1.00
Washer	2.00
Weldment Pin	1.00
Mud Flap 24x30 Splash Guard(spl66490730)	1.00
Blade	3.00
Nut	3.00
Bolt	3.00
Underbody Tool Box	1.00

Hours: 38.00

Comm: 636.30

Labor: 2,280.00

Parts: 2,614.02

Total: 5,530.32

Work Order: 1013615 **Meter:** 217 **In Date:** 12/10/2010 **Closed:** 12/30/2010
Problem: Rear steps

Work Completed

- repair mower by Gs

Hours: 0.00

Comm: 811.20

Labor: 0.00

Parts: 0.00

Total: 811.20

Work Order: 1103570 **Meter:** 332 **In Date:** 04/01/2011 **Closed:** 09/07/2011

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Problem: rear lights

Work Completed

- replace rear lens and repair marker light
- replace rear fender brackets and mud flaps
- replace mirrors and wiper blades
- test mower motor- repaired warranty
- many bucket and ext. changes
- pm service
- add hyd. oil
- clean evap plugged with debri
- test run
- replace clutch
- reinstall swing motor and hoses
- install drive shafts
- Shop Supplies

Parts Issued

Quantity

Freight	1.00
Freight	1.00
Freight	1.00
Freight	1.00
Freight	1.00
Freight	1.00
Shop Supplies	1.00
8048-4133 Filter Kit (10156563 10169578 10181516)	1.00
Aw68 Hydro Fluid Hydraulic Oil 68	40.00
15/40 Oil	30.00
Aw68 Hydro Fluid Hydraulic Oil 68	280.00
85/140 Gear Oil Gear Lube	17.00
Convex Mirror	1.00
Mirror	1.00
Used Firex Refurbed Fire Extingshers	2.00
798 Flare Kits Triangle Reflector Kits	1.00
Upper Cab Wiper Blade	1.00
Lower Cab Wiper Blade	1.00
Fender Brackets (front Rear)	4.00
Fender Brackets (rear Rear)	4.00
Foward Rear Fender	1.00
Rear Fender	1.00
Mud Flaps	2.00
Swinglight	1.00
24240 Blue Loctite 242 Threadlocker	1.00
Pivot Bolt Mount	1.00
Twist Bracket	2.00
Split Bushing	2.00

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Parts Issued	Quantity
Clutch Plate Assembly	1.00
Pilot Bearing	1.00
Cap Screw	6.00
Lock Washer	6.00
Flywheel	1.00
Fly Wheel Bolt	8.00
Input Shaft	1.00
Bushing	1.00
Bearing	1.00
Gasket	1.00
Sleeve	1.00
Snap Ring	1.00
Snap Ring	1.00
Output Shaft Brake	1.00

Hours: 113.00 Comm: 0.00 Labor: 6,780.00 Parts: 8,830.75 Total: 15,610.75

Work Order: 1106341 **Meter:** 354 **In Date:** 06/07/2011 **Closed:** 06/16/2011

Problem: Dry Run after waiting 1 hour

Work Completed

- From: okeechobee and "a" Road

Hours: 0.00 Comm: 288.00 Labor: 0.00 Parts: 0.00 Total: 288.00

Work Order: 1106342 **Meter:** 354 **In Date:** 06/16/2011 **Closed:** 06/16/2011

Problem: went back out and towed veh after 1st dry run

Work Completed

- From: okeechobee and "a" Road

Hours: 0.00 Comm: 390.00 Labor: 0.00 Parts: 0.00 Total: 390.00

10/18/2021
2:31:37 PM

10181516 Palm Beach County Fleet Management Asset Maintenance History
2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1110388 **Meter:** 358 **In Date:** 09/29/2011 **Closed:** 09/30/2011
Problem: swap bucket for mower

Work Completed

Parts Issued

Quantity

- replace rear mud flaps
- change attachment
- fm to jupiter farms
- repair and clean up trans oil leak
- Shop Supplies

Shop Supplies	1.00
Mud Flap 24x36 Splash Guard (spl4-3)	1.00

Hours: 7.00 Comm: 0.00 Labor: 420.00 Parts: 11.90 Total: 431.90

Work Order: 1110473 **Meter:** 366 **In Date:** 09/30/2011 **Closed:** 10/05/2011
Problem: HYD. leak

Work Completed

Parts Issued

Quantity

- repair hyd leak at rh boom cylinder line and clean area
- fm to 706
- Shop Supplies

Shop Supplies	1.00
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Hours: 4.50 Comm: 0.00 Labor: 270.00 Parts: 2.00 Total: 272.00

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1203368 **Meter:** 445 **In Date:** 04/09/2012 **Closed:** 05/10/2012
Problem: P.M.

Work Completed

- pm service
- re- phase drive shaft
- replace Rf axle seal
- adjust front brakes
- Shop Supplies

Parts Issued

Quantity

Freight	1.00
Shop Supplies	1.00
014901 Lubricant Pent 45nc (405540006)don't Reorde	1.00
8048-4133 Filter Kit (10156563 10169578 10181516)	1.00
09997 Brake Clean	1.00
85/140 Gear Oil Gear Lube	1.00
15/40 Oil	30.00
Used Firex Refurbed Fire Extingshers	1.00
Upper Cab Wiper Blade	1.00
Lower Cab Wiper Blade	1.00
Seal Sleeve	1.00
Oil Seal	1.00
Seal Sleeve	1.00
Oil Seal	1.00
Oil Seal	1.00

Hours: 19.50

Comm: 0.00

Labor: 1,170.00

Parts: 793.50

Total: 1,963.50

Work Order: 1207469 **Meter:** 446 **In Date:** 08/09/2012 **Closed:** 08/10/2012
Problem: Change attachment

Work Completed

- Install Mower
- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
---------------	------

Hours: 2.00

Comm: 0.00

Labor: 120.00

Parts: 2.00

Total: 122.00

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1207999 **Meter:** 447 **In Date:** 08/23/2012 **Closed:** 08/23/2012
Problem: swap mower

Work Completed

- remove mower install grapple
- Shop Supplies

Hours: 2.50

Comm: 0.00

Parts Issued

Shop Supplies

Quantity

1.00

Labor: 150.00

Parts: 2.00

Total: 152.00

Work Order: 1209639 **Meter:** 465 **In Date:** 10/09/2012 **Closed:** 10/12/2012
Problem: swap attachments

Work Completed

- Remove grapple and install mower deck clean hyd. fittings. R&r mudflap and repaired and weilded bracket. Straighten and adjusted fender
- Shop Supplies

Hours: 9.00

Comm: 0.00

Parts Issued

Shop Supplies

Quantity

1.00

Labor: 540.00

Parts: 2.00

Total: 542.00

Work Order: 1210038 **Meter:** 478 **In Date:** 10/19/2012 **Closed:** 10/29/2012
Problem: Hyd. Leak

Work Completed

- Replace and wrap Hyd. lines on boom tip for mower
- To B Rd. & Okee.
- Weld protection cover over over case drain line.
- To Mako
- Shop Supplies

Hours: 8.50

Comm: 0.00

Parts Issued

Female Plug

Quantity

1.00

Bushing

1.00

Elbow

1.00

Hyd Hose Assy

1.00

Shop Supplies

1.00

4" X 24 Square Tubing

3.00

3/8x3x20 Steel Flat Bar

4.00

Labor: 510.00

Parts: 80.88

Total: 590.88

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1210925 **Meter:** 525 **In Date:** 11/08/2012 **Closed:** 11/26/2012
Problem: hyd. leak

Work Completed

- replace missing bolts on mower deck cover
- fm to d road
- tighten loose hyd. fittings
- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
---------------	------

Hours: 3.50

Comm: 0.00

Labor: 210.00

Parts: 2.00

Total: 212.00

Work Order: 1211695 **Meter:** 597 **In Date:** 12/04/2012 **Closed:** 01/31/2013
Problem: mirror

Work Completed

- Remove front cover, diagnost and replace 4 way valve
- Diagnost and replace foot valve
- To Jupiter 2xs
- P.m.
- Replace mirrors
- Replace cutting blades and hardware
- Repack mower bearings
- Sevice rear diff.
- Replace belt,tencer, and fan clutch
- R&r mower drive motor, and hoses
- Shop Supplies

Parts Issued

Quantity

15-40 Oil	30.00
8048-4133 Filter Kit	1.00
Used Firex Refurbed F	1.00
West Coast Mirror	2.00
31-22 Wiper Blades 22	1.00
Exact Fit Blade	1.00
85-140 Gear Oil Gear	20.00
Knife	3.00
Knife Lock Nut	3.00
Knife Bolt	3.00
Hyd Hose	60.00
Hyd Fitting	1.00
Fitting	1.00
Hyd Fitting	2.00
Hyd.fitting	1.00
Hydraulic hose	207.00
Hyd. Hose	144.00
Fleetrunner Belt	1.00
Belt Tensioner Assy	1.00

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Parts Issued	Quantity
--------------	----------

Fan Clutch	1.00
Foot Pedal Assy	1.00
4 Way Valve	1.00
Relay Coil	1.00
Motor Rebuilt	1.00
Shop Supplies	1.00
Freight Charge	1.00
Freight Charge	1.00
Freight Charge	1.00
Freight Charge	1.00

Hours: 32.30

Comm: 0.00

Labor: 1,938.00

Parts: 6,209.69

Total: 8,147.69

Work Order: 1303247

Meter: 599

In Date: 04/03/2013 **Closed:** 04/11/2013

Problem: install boom ext.

Work Completed

- r&r boom ext. repair damaged pin holes clean rust from pins install grapple replace hyd. o rings
- Shop Supplies

Parts Issued	Quantity
--------------	----------

Shop Supplies	1.00
---------------	------

Hours: 8.50

Comm: 0.00

Labor: 510.00

Parts: 2.00

Total: 512.00

Work Order: 1305669

Meter: 611

In Date: 06/07/2013 **Closed:** 06/11/2013

Problem: Switch attachments

Work Completed

- R&r boom attachments
- Shop Supplies

Parts Issued	Quantity
--------------	----------

Anti-seize Lubricant	1.00
Shop Supplies	1.00

Hours: 2.50

Comm: 0.00

Labor: 150.00

Parts: 11.54

Total: 161.54

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1306216 **Meter:** 622 **In Date:** 06/20/2013 **Closed:** 08/06/2013
Problem: Won't move

Work Completed

Parts Issued

Quantity

- Check out power problem in transmission circuits Traced out wiring
- To Logger Run Park
- Shop Supplies

Shop Supplies	1.00
---------------	------

Hours: 12.00

Comm: 0.00

Labor: 720.00

Parts: 2.00

Total: 722.00

Work Order: 1307426 **Meter:** 622 **In Date:** 07/25/2013 **Closed:** 07/29/2013
Problem: repair travel from remote

Work Completed

- Repairs by G&s

Hours: 0.00

Comm: 1,684.39

Labor: 0.00

Parts: 0.00

Total: 1,684.39

Work Order: 1308191 **Meter:** 674 **In Date:** 08/15/2013 **Closed:** 08/22/2013
Problem: 9103

Work Completed

Parts Issued

Quantity

- P.m.
- Install mower head
- Repair A/c wiring
- Adjust clutch
- Shop Supplies

15-40 Oil	30.00
Wiper Blade	1.00
Exact Fit Blade	1.00
Brake Cleaner	3.00
Napagold Oil Filter	1.00
Used Fire X Refurbished	2.00
Washer Fl	1.00
Napagold Fuel Filter	1.00
Napagold Fuel Filter	1.00
Napa Gold Oil Filter	1.00
Napa Trans Filter	1.00
Male Quick Coupler	1.00
Female Quick Coupler	1.00
Shop Supplies	1.00

Hours: 17.00

Comm: 0.00

Labor: 1,020.00

Parts: 288.19

Total: 1,308.19

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1312538 **Meter:** 674 **In Date:** 12/17/2013 **Closed:** 12/18/2013
Problem: Low Tire

Work Completed

- add air to front tires
- To 45th & Astralian
- Repair mower controls
- Test Run
- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
---------------	------

Hours: 3.00

Comm: 0.00

Labor: 180.00

Parts: 2.00

Total: 182.00

Work Order: 1312637 **Meter:** 688 **In Date:** 12/18/2013 **Closed:** 02/13/2014
Problem: Hyd. Leak

Work Completed

- fm to lake lytal
- check for hyd. leak under cover send to shop
- pm service
- add hyd. oil
- r&r hyd. motor for mower
- Shop Supplies

Parts Issued

Quantity

Motor Rebuild	1.00
Air Fil	1.00
Aw68 Hydro Fluid Hydr	95.00
Hydraulic Motor	1.00
15-40 Oil	30.00
Napa Gold Oil Filter	1.00
Napagold Fuel Filter	1.00
Napagold Fuel Filter	1.00
Used Fire X Refurbished	2.00
Napagold Oil Filter	1.00
Shop Supplies	1.00
Freight Charge	1.00

Hours: 15.00

Comm: 0.00

Labor: 900.00

Parts: 3,495.58

Total: 4,395.58

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1401543 **Meter:** 691 **In Date:** 02/18/2014 **Closed:** 02/18/2014
Problem: R&R Attachment

Work Completed

Parts Issued

Quantity

- Change Attachments
- Test Run
- Shop Supplies

Shop Supplies 1.00

Hours: 2.50

Comm: 0.00

Labor: 150.00

Parts: 2.00

Total: 152.00

Work Order: 1407760 **Meter:** 756 **In Date:** 08/06/2014 **Closed:** 08/07/2014
Problem: repair hyd. to mower

Work Completed

- Repairs by G&s

Hours: 0.00

Comm: 2,453.47

Labor: 0.00

Parts: 0.00

Total: 2,453.47

Work Order: 1409199 **Meter:** 757 **In Date:** 09/12/2014 **Closed:** 09/26/2014
Problem: P.M.

Work Completed

Parts Issued

Quantity

- pm
- replace steps
- replace air drier
- repair intake hose
- hyd tank vent filter
- test run
- Shop Supplies

15-40 Oil 30.00

Napagold Oil Filter 1.00

Napagold Fuel Filter 1.00

Napagold Fuel Filter 1.00

Used Fire X Refurbished 2.00

Air Fil 1.00

Cartridge Ad9 1.00

Step Support 4.00

Air Intake Hose 1.00

Shop Supplies 1.00

Freight Charge 1.00

Freight Charge 1.00

Hours: 17.50

Comm: 0.00

Labor: 1,050.00

Parts: 718.37

Total: 1,768.37

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1410411 **Meter:** 759 **In Date:** 10/17/2014 **Closed:** 10/29/2014
Problem: change attachment

Work Completed

- change attachments
- locate leak. replace swivel and quick connect
- to mako
- Shop Supplies

Parts Issued

Quantity

Wedge Bolt	2.00
Plate	2.00
Washer	2.00
Lock Washer	2.00
High Nut	2.00
Socket	1.00
Swivel	1.00
Shop Supplies	1.00
Freight Charge	1.00

Hours: 5.50

Comm: 0.00

Labor: 330.00

Parts: 920.38

Total: 1,250.38

Work Order: 1411802 **Meter:** 772 **In Date:** 11/20/2014 **Closed:** 01/02/2015
Problem: Switch Attachment

Work Completed

- R&r attachment

Hours: 0.50

Comm: 0.00

Labor: 30.00

Parts: 0.00

Total: 30.00

Work Order: 1500530 **Meter:** 772 **In Date:** 01/14/2015 **Closed:** 01/15/2015
Problem: Remove Boom

Work Completed

- R&r bucket and boom exstention
- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
---------------	------

Hours: 6.00

Comm: 0.00

Labor: 360.00

Parts: 2.00

Total: 362.00

Work Order: 1501503 **Meter:** 788 **In Date:** 02/10/2015 **Closed:** 05/07/2015
Problem: repair hyd. case drain hoses

Work Completed

- repairs by Gse

Hours: 0.00

Comm: 3,765.44

Labor: 0.00

Parts: 0.00

Total: 3,765.44

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1504411 **Meter:** 822 **In Date:** 04/29/2015 **Closed:** 07/20/2015
Problem: Mowing deck switch

Work Completed

- replace steps
- pm
- adjust clutch
- replace switch for mower. remove mower and install grapple
- air valve switch shifter
- shift knob assembly replace
- Shop Supplies

Parts Issued

Quantity

15-40 Oil	30.00
Napagold Oil Filter	1.00
Napagold Fuel Filter	1.00
Napagold Fuel Filter	1.00
Used Fire X Refurbished	2.00
Gr/lube	1.00
Exact Fit Blade	1.00
Wiper Blade	1.00
Rocker Switch	1.00
Step Support	6.00
Shifter Valve	1.00
Shop Supplies	1.00
Freight Charge	1.00
Freight Charge	1.00
Freight Charge	1.00

Hours: 18.00

Comm: 0.00

Labor: 1,080.00

Parts: 971.34

Total: 2,051.34

Work Order: 1511293 **Meter:** 832 **In Date:** 11/04/2015 **Closed:** 11/05/2015
Problem: Dead Battery

Work Completed

- test and R&r batteries
- to roads
- Shop Supplies

Parts Issued

Quantity

Group 31 Stud Delco	2.00
Shop Supplies	1.00

Hours: 2.00

Comm: 0.00

Labor: 120.00

Parts: 268.37

Total: 388.37

10/18/2021
2:31:37 PM

10181516 Palm Beach County Fleet Management Asset Maintenance History
2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1511373 **Meter:** 2860 **In Date:** 11/05/2015 **Closed:** 11/13/2015
Problem: Change attachment

Work Completed

Parts Issued

Quantity

- Change Attachment
- Shop Supplies

Shop Supplies

1.00

Hours: 2.50

Comm: 0.00

Labor: 150.00

Parts: 2.00

Total: 152.00

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1511655 **Meter:** 2885 **In Date:** 11/13/2015 **Closed:** 12/03/2015
Problem: PM / Hyd. Leak

Work Completed

- pm
- to dillman road
- check hyd leak. replace 5 hyd lines in boom
- replace air dryer
- repair P/s leak. service power steering and change filter. reseal p/s valve block
- to mako
- wash vehicle
- rear work light
- Shop Supplies

Parts Issued

Quantity

15-40 Oil	30.00
Napagold Oil Filter	1.00
Napagold Fuel Filter	1.00
Napagold Fuel Filter	1.00
Napagold Air Filter	1.00
Air Fil	1.00
Cartridge Ad9	1.00
Used Fire X Refurbished	2.00
Exact Fit Blade	1.00
Wiper Blade	1.00
Filter Element	1.00
Hydraulic Filter	1.00
Napagold Air Filter	1.00
Aw68 Hydro Fluid Hydr	60.00
Bigg Degreaser	1.00
Napa Trans Filter	1.00
Brake Cleaner	4.00
Syn-atf Trans Fluid S	6.00
Brake Cleaner	4.00
Cable Tie	1.00
Cable Tie	1.00
Hose Made 10181516	1.00
Nylon Hose Wrap	280.00
Shop Supplies	1.00

Hours: 50.00

Comm: 0.00

Labor: 3,000.00

Parts: 2,450.53

Total: 5,450.53

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1608190 **Meter:** 2887 **In Date:** 08/09/2016 **Closed:** 08/23/2016
Problem: PM

Work Completed

- pm
- replace oring
- Shop Supplies

Parts Issued

Quantity

15-40 Oil	30.00
Napagold Oil Filter	1.00
Napagold Air Filter	2.00
Air Fil	1.00
Napagold Fuel Filter	1.00
Napagold Fuel Filter	1.00
Used Firex Refurbed F	2.00
Napagold Air Filter	1.00
R134a Freon	8.00
Shop Supplies	1.00

Hours: 11.00

Comm: 0.00

Labor: 660.00

Parts: 298.73

Total: 958.73

Work Order: 1609907 **Meter:** 867 **In Date:** 09/22/2016 **Closed:** 09/22/2016
Problem: Change Attachments

Work Completed

- R&r attachment
- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
---------------	------

Hours: 2.50

Comm: 0.00

Labor: 150.00

Parts: 2.00

Total: 152.00

Work Order: 1700733 **Meter:** 867 **In Date:** 01/25/2017 **Closed:** 01/25/2017
Problem: Install Attachment

Work Completed

- Swap Attachment
- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
---------------	------

Hours: 1.50

Comm: 0.00

Labor: 90.00

Parts: 2.00

Total: 92.00

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1702102
Problem: Lights

Meter: 867

In Date: 03/01/2017 **Closed:** 05/05/2017

Work Completed

- Repair brake light
- Pm
- Remove Ac belt to get to shop
- To Pga
- Change attachment, R&r bucket and boom extention. Adjust door latch
- Replace belt and fan tentioner
- Replace Ac compressor and dryer charge system
- Service air dryer
- Repair Ac wirring
- Replace mud flaps
- Shop Supplies

Parts Issued

Quantity

Air Fil	1.00
a/c compressor	1.00
a/c dryer	1.00
fuel cap	1.00
oil cap	1.00
belt	1.00
belt tensioner	1.00
idler pulley	1.00
bolt	8.00
nut	8.00
washers	8.00
bolt	4.00
mud flap	2.00
backing bar	2.00
4 S T T Lamp	1.00
15-40 Oil	30.00
Napagold Oil Filter	1.00
Napagold Fuel Filter	1.00
Napagold Fuel Filter	1.00
Cartridge Ad9	1.00
Shop Supplies	1.00
Freight Charge	1.00

Hours: 35.50

Comm: 0.00

Labor: 2,130.00

Parts: 2,426.74

Total: 4,556.74

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1704862 **Meter:** 906 **In Date:** 05/16/2017 **Closed:** 06/21/2017
Problem: Hyd. Leak

Work Completed

- hyd leak. replace pipes and hoses in boom
- to jpp
- install boom extension and change bucket
- Shop Supplies

Parts Issued

Quantity

hose made mako	1.00
Cable Tie	1.00
Rope	80.00
Aw68 Hydro Fluid Hydr	224.00
clamp set	4.00
hose assy	4.00
clamp set top	6.00
cover plate	6.00
bolt	12.00
fittings from mako	1.00
Big G Degreaser 1 Gal	1.00
cover plate	4.00
tube assy	1.00
tube assy	1.00
tube assy	1.00
tube assy	1.00
o-ring	12.00
oring	6.00
o ring	10.00
Shop Supplies	1.00
Freight Charge	1.00
Freight Charge	1.00

Hours: 50.00

Comm: 0.00

Labor: 3,000.00

Parts: 4,551.60

Total: 7,551.60

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1705320 **Meter:** 904 **In Date:** 05/16/2017 **Closed:** 05/30/2017

Problem: Leaking Hydraulic Fluid

Work Completed

- Tow From: Lake Osborne Dr. North of Lantana Rd To: He shop

Hours: 0.00 Comm: 60.00 Labor: 0.00 Parts: 0.00 Total: 60.00

Work Order: 1706165 **Meter:** 906 **In Date:** 06/21/2017 **Closed:** 06/22/2017

Problem: change bucket

Work Completed

- change to mower head

- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
---------------	------

Hours: 2.50 Comm: 0.00 Labor: 150.00 Parts: 2.00 Total: 152.00

Work Order: 1706554 **Meter:** 906 **In Date:** 07/03/2017 **Closed:**

Problem: repair hydraulic hoses

Work Completed

-

Hours: 0.00 Comm: 0.00 Labor: 0.00 Parts: 0.00 Total: 0.00

Work Order: 1706899 **Meter:** 923 **In Date:** 07/14/2017 **Closed:** 07/17/2017

Problem: mudflap

Work Completed

- install and cut mud flaps

- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
---------------	------

Hours: 3.00 Comm: 0.00 Labor: 180.00 Parts: 2.00 Total: 182.00

Work Order: 1708022 **Meter:** 936 **In Date:** 08/15/2017 **Closed:** 08/23/2017

Problem: brake camber

Work Completed

- Ir brake chamber and line.

- to jupiter. to rolling green

- to mako

- Shop Supplies

Parts Issued

Quantity

Air Brake Chamber	1.00
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R810021 Clevis Brake	1.00
----------------------	------

hose made mako	1.00
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Shop Supplies	1.00
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Hours: 10.00 Comm: 0.00 Labor: 600.00 Parts: 104.11 Total: 704.11

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1709000 **Meter:** 943 **In Date:** 09/19/2017 **Closed:** 09/22/2017
Problem: attachment

Work Completed

- swap attachments
- to roads
- Shop Supplies

Hours: 2.50

Comm: 0.00

Parts Issued

Shop Supplies

Quantity

1.00

Labor: 150.00

Parts: 2.00

Total: 152.00

Work Order: 1709523 **Meter:** 943 **In Date:** 09/29/2017 **Closed:** 10/05/2017
Problem: hyd oil

Work Completed

- add oil
- Shop Supplies

Hours: 1.00

Comm: 0.00

Parts Issued

Aw68 Hydro Fluid Hydr

Shop Supplies

Quantity

10.00

1.00

Labor: 60.00

Parts: 21.35

Total: 81.35

Work Order: 1711653 **Meter:** 977 **In Date:** 11/29/2017 **Closed:** 12/01/2017
Problem: attachment

Work Completed

- swap attachments
- to roads
- Shop Supplies

Hours: 2.50

Comm: 0.00

Parts Issued

Shop Supplies

Quantity

1.00

Labor: 150.00

Parts: 2.00

Total: 152.00

Work Order: 1711947 **Meter:** 993 **In Date:** 12/06/2017 **Closed:** 12/08/2017
Problem: Install Atachment

Work Completed

- R&r boom ext.
- Shop Supplies

Hours: 3.00

Comm: 0.00

Parts Issued

1cart Palladium 2 Grs

Shop Supplies

Quantity

1.00

1.00

Labor: 180.00

Parts: 7.16

Total: 187.16

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1800544 **Meter:** 1033 **In Date:** 01/17/2018 **Closed:** 01/22/2018
Problem: repair by GS

Work Completed

- repair by GS

Hours: 0.00 Comm: 1,473.00 Labor: 0.00 Parts: 0.00 Total: 1,473.00

Work Order: 1800586 **Meter:** 1033 **In Date:** 01/18/2018 **Closed:** 03/08/2018
Problem: Hyd oil

Work Completed

- Adjust clutch and sent to shop

- To Mosquito Control 3xs

- Add Oil

- Jump Start

- Replace Rev. switch on transmission, Replace shift selector switch and
reinstalled axels from tow

- Shop Supplies

Hours: 11.00 Comm: 0.00 Labor: 660.00 Parts: 279.63 Total: 939.63

Parts Issued

Quantity

range switch 1.00

revrese switch 1.00

Shop Supplies 1.00

Freight Charge 1.00

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1802568 **Meter:** 1043 **In Date:** 03/08/2018 **Closed:** 03/26/2018
Problem: PM

Work Completed

- pm
- seal rear axles fill with gear lube
- pm hyd
- clutch
- R&r fittings for grease in boom
- replace work light bulbs
- to total truck
- Shop Supplies

Parts Issued

Quantity

Napagold Oil Filter	1.00
Napagold Fuel Filter	1.00
Napagold Fuel Filter	1.00
15-40 Oil	30.00
Used Fire X Refurbished	2.00
Air Fil	1.00
Gear Oil Rtv	4.00
service and parts	1.00
Wiper Blade	1.00
Exact Fit Blade	1.00
85-140 Gear Oil Gear	10.00
Shop Supplies	1.00

Hours: 19.00

Comm: 0.00

Labor: 1,140.00

Parts: 6,751.46

Total: 7,891.46

Work Order: 1804837 **Meter:** 3681 **In Date:** 02/14/2018 **Closed:** 05/09/2018
Problem: transport to Total Truck

Work Completed

- Tow From: he shop To: truck tractor (6545 Wallis Rd, West Palm Beach)

Hours: 0.00

Comm: 60.00

Labor: 0.00

Parts: 0.00

Total: 60.00

Work Order: 1804872 **Meter:** 3681 **In Date:** 05/10/2018 **Closed:** 06/15/2018
Problem: Boom won't raise

Work Completed

- boom tilt inop. test all electrical. call Gs equipment
- to cecil rd and military
- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
---------------	------

Hours: 4.00

Comm: 0.00

Labor: 240.00

Parts: 2.00

Total: 242.00

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1804940 **Meter:** 3681 **In Date:** 01/19/2018 **Closed:** 05/11/2018
Problem: Clutch Wont Release/Parking Brake issues

Work Completed

- Tow From: Mosquito Control To: He shop

Hours: 0.00 Comm: 60.00 Labor: 0.00 Parts: 0.00 Total: 60.00

Work Order: 1805084 **Meter:** 3681 **In Date:** 05/16/2018 **Closed:**
Problem: Boom won't rotate

Work Completed

-

Hours: 0.00 Comm: 0.00 Labor: 0.00 Parts: 0.00 Total: 0.00

Work Order: 1805966 **Meter:** 1052 **In Date:** 06/11/2018 **Closed:** 06/26/2018
Problem: Repairs by GSE

Work Completed

- gse repairs

Hours: 0.00 Comm: 1,904.29 Labor: 0.00 Parts: 0.00 Total: 1,904.29

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1809488 **Meter:** 3977 **In Date:** 09/14/2018 **Closed:** 09/20/2018
Problem: PM

Work Completed

- pm
- hyd filter change
- test batteries. replace batteries failed test
- glue door trim
- road test
- Shop Supplies

Parts Issued

Quantity

Big G Degreaser 1 Gal	1.00
Non-chlor Brake Clnr	2.00
15-40 Oil	30.00
Napagold Oil Filter	1.00
Air Fil	1.00
Napagold Fuel Filter	1.00
Napagold Fuel Filter	1.00
Used Fire X Refurbished	2.00
Severe Duty	1.00
Wiper Blade	2.00
red paint pin	1.00
Napa Hydraulic Filter	1.00
L0152-063 Gear Shield	1.00
Napagold Air Filter	1.00
Napagold Air Filter	1.00
Group 31 Stud Delco	2.00
Gen Trim Adhv Clear	1.00
Shop Supplies	1.00

Hours: 12.50

Comm: 0.00

Labor: 750.00 Parts: 691.49 Total: 1,441.49

Work Order: 1812321 **Meter:** 3979 **In Date:** 12/04/2018 **Closed:** 12/04/2018
Problem: Exstention

Work Completed

- Swap Grapple
- To R&b
- Shop Supplies

Parts Issued

Quantity

Shop Supplies	1.00
---------------	------

Hours: 2.50

Comm: 0.00

Labor: 167.50 Parts: 3.00 Total: 170.50

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1901948 **Meter:** 1089 **In Date:** 02/21/2019 **Closed:** 03/06/2019
Problem: no start

Work Completed

Parts Issued

Quantity

- Pto actuators unable to find neutral. Filled air tanks and cycled transmission. repaired no start

Shop Supplies 1.00

- To Lakeside ditch

- Repaired air leak

- Shop Supplies

Hours: 3.00

Comm: 0.00

Labor: 201.00

Parts: 3.00

Total: 204.00

Work Order: 1903643 **Meter:** 4042 **In Date:** 04/03/2019 **Closed:** 08/16/2019
Problem: PM

Work Completed

Parts Issued

Quantity

- Pm

15w40 serv truck 30.00

- Hyd. Filter

Napagold Oil Filter 1.00

- Fire exstingushers

Napagold Fuel Filter 1.00

- Service trans

Napagold Fuel Filter 1.00

- Coolent bottle

Napagold Air Filter 1.00

- Hyd, filter in tank

Napagold Air Filter 1.00

- Service Ac

Air Fil 1.00

- Door stop

Severe Duty 1.00

- Seat bottom

Wiper Blade 2.00

- Adjust rear fender cover

Simple Green Cleaner 2.00

- Repaced Ac compressor & dryer, and all o-rings. Charged

Cartridge Ad9 1.00

- R&r fan belts, tensioners, and pullies

Napa Trans Filter 1.00

- Replaced leaking steering valve

Rec Drier 1.00

- Test run

A/c Compressor 1.00

- Wash

Belt Tensioner 1.00

- Shop Supplies

Drive Belt 1.00

Fhp Bladerunner Belt 1.00

Used Fire X Refurbished 2.00

Napa Hydraulic Filter 1.00

10/18/2021
2:31:37 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Parts Issued	Quantity
Aw68 Serv Truck	10.00
Rotell Elc Antifeerze	3.00
Dry Ptfе Lube	1.00
Overflow Tank	1.00
Non-chlor Brake Clnr	2.00
Filter	1.00
hyd filter	1.00
Filter Cover	1.00
Strap	1.00
Seat Foam	1.00
Seat Assy	1.00
Idler Pulley Kit	1.00
Shop Supplies	1.00
Freight Charge	1.00
Freight Charge	1.00
Freight Charge	1.00
Freight Charge	1.00

Hours: 36.50 Comm: 0.00 Labor: 2,445.50 Parts: 6,238.08 Total: 8,683.58

Work Order: 1907621 **Meter:** 3979 **In Date:** 04/23/2019 **Closed:** 07/23/2019

Problem: All tires

Work Completed

- Tire Service He - All tires

Hours: 0.00 Comm: 51.56 Labor: 0.00 Parts: 0.00 Total: 51.56

Work Order: 1907622 **Meter:** 3979 **In Date:** 04/23/2019 **Closed:** 07/23/2019

Problem: All 10 tires

Work Completed

- Tire Service He - All 10 tires

Hours: 0.00 Comm: 4,799.50 Labor: 0.00 Parts: 0.00 Total: 4,799.50

10/18/2021
2:31:38 PM

10181516 Palm Beach County Fleet Management Asset Maintenance History
2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1908597 **Meter:** 1104 **In Date:** 08/16/2019 **Closed:** 08/16/2019
Problem: 9950

Work Completed

Parts Issued

Quantity

- Onsite Lube

Shop Supplies

1.00

- Shop Supplies

Hours: 1.00

Comm: 0.00

Labor: 67.00

Parts: 3.00

Total: 70.00

Work Order: 1908862 **Meter:** 4042 **In Date:** 08/23/2019 **Closed:** 08/23/2019
Problem: Onsite lube

Work Completed

Parts Issued

Quantity

- Onsite Lube

Shop Supplies

1.00

- To Benoist

- Shop Supplies

Hours: 2.00

Comm: 0.00

Labor: 134.00

Parts: 3.00

Total: 137.00

Work Order: 1909065 **Meter:** 1116 **In Date:** 08/29/2019 **Closed:** 09/06/2019
Problem: 9950

Work Completed

Parts Issued

Quantity

- Onsite Lube

Shop Supplies

1.00

- Shop Supplies

Hours: 1.00

Comm: 0.00

Labor: 67.00

Parts: 3.00

Total: 70.00

10/18/2021
2:31:38 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 1910015 **Meter:** 1122 **In Date:** 09/27/2019 **Closed:** 10/23/2019
Problem: Steps

Work Completed

- R&r step mounts
- R&r expansion valve, drier, belts, and evac and charge
- test run
- Shop Supplies

Parts Issued

Quantity

Freon He Shop	4.00
Rec Drier	1.00
Expansion Valve	1.00
Fleetranner Belt	2.00
Step Support	2.00
Step Support	2.00
Shop Supplies	1.00
Freight Charge	1.00
Freight Charge	1.00

Hours: 12.50

Comm: 0.00

Labor: 912.50

Parts: 656.22

Total: 1,568.72

10/18/2021
2:31:38 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 2001488
Problem: PM

Meter: 4140

In Date: 02/11/2020 **Closed:** 03/26/2020

Work Completed

- Pm
- Fire exstingusher
- Hyd. filter
- Service trans.
- Service air dryer/ replace perge valve
- Rd. test
- Shop Supplies

Parts Issued

Quantity

15-40 Oil	30.00
Napagold Oil Filter	1.00
Air Fil	1.00
Napagold Air Filter	1.00
Napagold Air Filter	1.00
Napagold Fuel Filter	1.00
Napagold Fuel Filter	1.00
Wiper Blade	2.00
Hd Wiper	1.00
Cartridge Ad9	1.00
Used Fire X Refurbished	2.00
Psf Qt	2.00
Napa Hydraulic Filter	1.00
Napa Trans Filter	1.00
Sk-7000	1.00
Ad-9 Purge Kit	1.00
Enr Elect Battery	1.00
Latch	1.00
damage core	1.00
Shop Supplies	1.00
Freight Charge	1.00

Hours: 16.00

Comm: 0.00

Labor: 1,168.00

Parts: 810.17

Total: 1,978.17

10/18/2021
2:31:38 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 2004053 **Meter:** 4140 **In Date:** 04/23/2020 **Closed:** 04/23/2020
Problem: Bumper Bolts

Work Completed

- Straighten fender
- Shop Supplies

Hours: 1.00

Comm: 0.00

Parts Issued

Shop Supplies

Quantity

1.00

Labor: 73.00

Parts: 4.00

Total: 77.00

Work Order: 2004103 **Meter:** 4197 **In Date:** 04/24/2020 **Closed:** 06/05/2020
Problem: Hyd Leak

Work Completed

- Removed bucket tilt cyl. and rebuilt
- Repair side steps
- Repair front Ac, Replaced compressor, dryer. exp. valve,
- Shop Supplies

Hours: 29.00

Comm: 0.00

Parts Issued

Seal Kit

Aw68 Hydro Fluid Hydr

Step Support

Freon He Shop

E8 A/c Oil Univ W Dye

Rec Drier

A/c Compressor

Assortment

Condenser

Expansion Valve

Shop Supplies

Freight Charge

Labor: 2,117.00

Parts: 3,251.35

Total: 5,368.35

Quantity

1.00

48.00

2.00

4.00

1.00

1.00

1.00

1.00

1.00

1.00

1.00

1.00

10/18/2021
2:31:38 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 2009680 **Meter:** 4299 **In Date:** 09/25/2020 **Closed:** 11/06/2020
Problem: pm/keys

Work Completed

- Pm
- Keys
- Hood Latch
- both fire exstinguishers
- Service Transmission
- Shop Supplies

Parts Issued

Quantity

15w40 serv truck	30.00
Napagold Oil Filter	1.00
Air Fil	1.00
Napagold Air Filter	1.00
Napagold Air Filter	1.00
Napagold Fuel Filter	1.00
Napagold Fuel Filter	1.00
Wiper Blade	2.00
Hd Wiper	1.00
Napa Trans Filter	1.00
Non-chlor Brake Clnr	4.00
Used Fire X Refurbished	3.00
keys	8.00
Latch	2.00
Shop Supplies	1.00
Freight Charge	1.00
Freight Charge	1.00

Hours: 11.00

Comm: 0.00

Labor: 803.00

Parts: 622.04

Total: 1,425.04

10/18/2021
2:31:38 PM

Palm Beach County Fleet Management Asset Maintenance History
10181516 2010 GRADALL XL5100 Excavator, Gradall XI5100 Iii 6X6, Truck Mounted

Work Order: 2104853 **Meter:** 4299 **In Date:** 04/29/2021 **Closed:** 05/24/2021
Problem: PM Service. Machine is here in roads yard

Work Completed

- Preventive Maint. Service
- Replaced broken hood strap
- Road Test
- Key
- Replace Both Batteries Had to jumpstart vehicle batterys failed load test
- Shop Supplies

Parts Issued

Quantity

Napagold Fuel Filter	1.00
Napagold Air Filter	1.00
Napagold Air Filter	1.00
Napagold Fuel Filter	1.00
Used Fire X Refurbished	1.00
Simple Green Cleaner	2.00
Non-chlor Brake Clnr	4.00
Napagold Oil Filter	1.00
15-40 Oil	30.00
Air Fil	1.00
Napa Trans Filter	1.00
Wiper Blade	2.00
Group 31 Stud Delco	2.00
keys	1.00
Shop Supplies	1.00
Freight Charge	1.00

Hours: 11.50 Comm: 0.00

Labor: 839.50 Parts: 621.55 Total: 1,461.05

Work Order: 2110690 **Meter:** 4299 **In Date:** 10/01/2021 **Closed:** 10/01/2021
Problem: Transition Prep Charge

Work Completed

- Transition Prep Charge

Hours: 2.00 Comm: 0.00

Labor: 146.00 Parts: 0.00 Total: 146.00

Total Hours: 749.80

Total Labor: 46,389.00

Total Comm: 18,560.80

Total Parts: 55,383.37



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Agenda Item # 2

TO: Mayor and Councilmembers

FROM: Melissa Corrales

VIA: James Titcomb, Town Manager

DATE: November 2, 2021

SUBJECT: Purchases in Accordance with Ordinance 2020-02 for United Rentals North America and Palmdale Oil Company, Inc

Background:

Town of Loxahatchee Groves Ordinance 2020-02 requires Council approval of any vendor whose payment amounts exceed \$25,000 either in one invoice or in a series of invoices within a single year. The cumulative annual spending for United Rentals and Palmdale Oil exceeded the \$25,000 threshold in total during FY 2021. These vendors were approved as best interest in November 2021 and require approval once again.

Vendor	Basis for Pricing	Purpose	Total Spending
United Rentals	Government member discount provided under Sourcewell cooperative purchasing	Use of United Rentals for various rental equipment such as rollers, message boards, pumps, etc. has been included/referenced in conjunction with approvals of specific road projects but without specifying the individual dollar amounts each time	\$28,425.09
Palmdale Oil	Piggyback with Palm Beach County Contract #17013	Purchase of additional truck at Palm Beach County auction in June 2021 caused unanticipated increase in spending beyond the threshold.	\$26,125.53

The spending arrangements for these vendors continue to require approval for FY 2022 as the anticipated total expenditures with each vendor is expected to once again exceed \$25,000.

Recommendations:

Move to:

1. Ratify total purchases and payments for United Rentals, and Palmdale Oil Company, Inc. for FY 2021
2. Authorize purchases and payments as necessary for United Rentals and Palmdale Oil for the fiscal year ending September 30, 2022, under existing cooperative purchase agreements and piggybacks above.
3. Authorize staff to work with attorney to execute any necessary master agreements and/or other documents with United Rentals and Palmdale Oil to document the approved terms and unit pricing more formally.

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Agenda Item # 3

TO: Town Council of Town of Loxahatchee Groves
FROM: Melissa Corrales
VIA: James Titcomb, Town Manager
DATE: November 2, 2021
SUBJECT: Vendor Payments in FY 2021 between \$10,000 and \$25,000

Background:

Pursuant to Ordinance 2020-02, attached is a listing of all transactions in FY 2021 between \$10,000 to \$25,000 approved by Town Manager as provided under the ordinance. The listing below does not include payments under contracts that have been previously approved by Council.

Vendor	PO #	Purpose	Total Spending
CGP	520	To provide social media enhancements for the Town's needs around communications content	\$18,668.75
Nutrien AG	521	To provide services for canal vegetation control services & chemicals	\$10,126.60
	543		\$7,124.40
Government & ERP Implementation Services LLC	538	FY 2020 internal audit work	\$15,000.00
	546	FY 2021 internal audit work	\$10,000.00
LSSL, Inc.	254	FY 2019 internal audit work	\$3,010.00
	289		\$11,051.00
Node01	550	Commission Chambers Workstations, audio, speakers	\$10,020.77
	262	Monthly IT solutions and services	\$24,796.56

Recommendations:

Receive and file.

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Before the Town Council of the Town of Loxahatchee Groves,

Palm Beach County, Florida

A Proclamation

Declaring November 15-22, 2021, as

National Hunger & Homelessness Awareness Week

Whereas, the State of Florida ranks fifteenth in the nation for the highest homeless population and on in seven of the state's population struggles with hunger; and

Whereas, the last Palm Beach County Homeless Point-in-Time Count in 2020 identified 1,510 individuals and families experiencing homelessness, and the Palm Beach County Hunger Relief Plan indicates that more that 300,000 residents struggle with hunger; and

Whereas, the purpose of Hunger and Homelessness Awareness Month is to educate the public about the many reasons people are hungry and homeless including the shortage of affordable housing in Palm Beach County for very low-income residents, and to encourage support for homeless assistance service providers, as well as community service opportunities for students and school service organizations; and

Whereas, the Palm Beach County Homeless Advisory Board has developed Leading the Way Home, a robust ten-year plan, designed as the next phase of ending homelessness in Palm Beach County; and

Whereas, the intent of Hunger and Homelessness Awareness Week is consistent with the activities of the Homeless Advisory Board, Homeless Coalition, Homeless and Housing Alliance, Palm Beach County Food Bank, The Lord's Place, Gulfstream Goodwill Industries, Adopt-A-Family, and other service providers in Palm Beach County.

Now, therefore, be it proclaimed by the Town of Loxahatchee Groves that the week of November 13-21, 2021, is:

National Hunger & Homelessness Awareness Week

in Palm Beach County and the Town of Loxahatchee Groves and call upon the people of the Town of Loxahatchee Groves to recognize that many people do not have housing and need support from citizens.

Duly Adopted this Second Day of November 2021

Margaret Herzog, Councilmember

Robert Shorr, Mayor

Phillis Maniglia, Councilmember

Laura Danowski, Vice Mayor

Marianne Miles

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Agenda Item # 5

Memo

To: Jamie Titcomb, Town Manager

From: John Stone, Regional Manager SAFEbuilt

Date: October 25, 2021

RE: Transition plan update

Good afternoon Mr. Titcomb,

I would like to take this opportunity to update you and the Council on our progress with the transition of building and code services from Palm Beach County to in-house services. It is our belief this will provide for greater efficiency, increased satisfaction of services provided and a more positive customer experience.

The attached timeline represents benchmarks in our process to the go-live date of Jan 1, 2022. This is where the rubber meets the road, and future services will be processed through the GovEasy on-line platform in-house. GovEasy will receive a permit, pay for, track, schedule inspections and finally close the permit. In addition, the platform will also manage code enforcement through final compliance. GovEasy-Code is about 1 week from being active and going live, while the GovEasy-Building module is on a 2–3-week internal go-live schedule. This schedule will give ample time for staff to train and become familiar with the processes prior to the roll-out and doors open for business on Jan 3, 2022.

On the attached timeline, you will find estimated benchmark completions noted as r (behind schedule), y (on schedule in progress) or g (completed) status box. As depicted many benchmarks have been completed with still some to go. Several of the upcoming benchmarks are dependent on the software platform to be active and will be achieved very soon after the internal go live is initiated.

Since we began with our Building Official on August 30 and even adding a code official with code promulgation experience, we have been very busy preparing fee schedules, amending

numerous code sections in attempting to resolve conflicting code references, cleaning up definitions and many other rewrites at the direction of staff. In all about nine different code sections that at some point will go back to Council for consideration.

SAFEbuilt is currently in the planning stage with our Marketing team and internal staff on the public outreach component of the transition. This will include a meet and greet with all the Development Services staff and the new building department staff. Additionally, outreach will include Facebook posting, giveaways, brochures, email blast, website post, hopefully a plug at Town Council and other activities as the time gets closer. It is planned for most of the outreach to occur the first week of December to not get lost in the holiday shuffle.

Our SAFEbuilt team is looking forward to a successful transition in building your department and providing the best customer service.

<u>Xahatchee Groves Building Services Plan</u>						
Task	Action	Who	Start	End	Status	NOTES
Building Official	Transition	John/Robin	8/16/2021	8/30/2021	g	
	BO Start Date	John/Robin	8/30/2021	8/30/2021	g	
Fee Schedule	Review County & Surrounding Community Fee Schedules	John/Tony	8/30/2021	9/24/2021	g	
	Develop Proposed Fee Schedule	Tony	9/13/2021	10/1/2021	g	
	Submit to Town for Review Approval	John/Tony	10/4/2021	10/11/2021	g	
	Town Review / Edit Revision Period	Town	10/11/2021	10/27/2021	g	
	Develop Resolution for Council Approval	Town	11/1/2021	11/1/2021	g	
	Submit Resolution for Council Agenda	Town	11/1/2021	11/1/2021	g	
	Council Meeting Approve Fee Schedule Resolution	Town	11/17/2021	11/17/2021	y	Meeting 11/2/21
	Post Fee Schedule to Website	John/Town	12/1/2021	12/1/2021	y	
Department Policies and Procedures	Onsite Assessment of existing operations	Tony/John	8/30/2021	9/13/2021	g	Tony reviewing existing operations and ongoing
	Development of Policies and Procedures	Tony/John	9/13/2021	10/18/2021	y	12/1/21 complete procedure mapping prcess
	Staff Training on Policies and Procedures	Tony/John	10/18/2021	12/6/2021	y	
Building Department Form	Develop List of Forms Needed	Tony / Jyoti	8/30/2021	9/24/2021	g	
	Draft Forms for Review	Tony/John	8/30/2021	10/12/2021	g	
	Finalize and Approve Forms	John/Tony	10/15/2021	10/22/2021	y	
	Post Forms to Website	Town	11/1/2021	11/1/2021	y	
Communications	Meeting with Doug Wise / PBC Building Official	Tony/Town	9/13/2021	9/13/2021	g	
	Newsletter Notification	Town	12/6/2021	12/6/2021	y	
	Letter notification to contractor registration database on Fee Schedule	Town	12/1/2021	12/1/2021	y	
	Town Manager Report	Town	11/17/2021	11/17/2021	y	
	Post to Website, Social Media, Email Blasts	Town	12/1/2021	12/1/2021	y	
	Builder / Resident Meet and Greet	Town/John/Tony	12/15/2021	12/15/2021	y	
GovEasy	Implementation Start Date	Tim/Tony/John	9/13/2021	11/1/2021	y	
	Set up Software Environment	Tim	9/13/2021	12/1/2021	g	
	Configuration	Tim	9/28/2021	11/1/2021	y	
	Testing	Tim/Tony/John	12/1/2021	12/1/2021	y	
	Go Live	Tim/Town	1/1/2022	1/1/2022	y	
	Training Videos / Tutorials	Tim/Tony/John	12/1/2021	12/1/2021	y	

Memo

To: John Stone
From: Bernard Pita
Date: October 25, 2021
Re: Loxahatchee Groves Code Accomplishments/Work in Progress

The following items are the accomplishments made/work in progress by the Code Compliance Department:

1. A Standard Operating Procedures manual was created for the Code Compliance process (*work in progress pending suggested changes as well as complete set of related forms from staff & Town attorney*)
2. Warning Notice Card was created with a list of priority violations.
3. Over 30 Warning Notice Cards issued and posted at properties in violation.
4. Issued over 11 Notice of Violations / Notice of Hearings for the September 22 and October 27, 2021, Special Magistrate Hearing.
5. Collaborating with Public Works to better address FDA, Town Right of Way, and environmental violations. (ongoing)
6. Collaborated with the Fire Inspector assigned to the Town where they will use the Code Magistrate Process to address fire inspection violations.
7. Collaborating with the Building Official to address FDA and work without permit and approval violations (ongoing)
8. Presented cases to the September 22, 2021, Special Magistrate Hearing.
9. Established a daily "Illegal Snipe Sign" collection routine discouraging sign pollution within the Town.
10. Partnered with the Palm Beach County Sheriff Department to help address violations involving safety matters.
11. Assisted with the Nuisance Abatement Ordinance and review of the Property Maintenance Ordinance (*work in progress pending receipt of suggested changes by staff & Town attorney*)

12. Collaborating with the SafeBuilt IT for Gov Easy Code Compliance module implementation.
13. Collaborating with the Building Department to assist with training, set up and implementation of Gov Easy Building and Permitting module.
14. Created a draft ordinance for new Code Citation Program. (*Work in progress pending receipt of ordinance/suggested code changes by staff & Town attorney*)
15. Established an Administrative cost for the Special Magistrate process outlining duties of each action on routine cases (*work in progress pending receipt of suggested changes by staff & Town attorney*)

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Agenda Item # 6

TO: Town Council of the Town of Loxahatchee Groves

FROM: Elizabeth V. Lenihan, Town Attorney

VIA: James Titcomb, Town Manager

DATE: October 19, 2021

SUBJECT: Consideration of Ordinance 2021-08 Regarding Qualifying Dates for March 2022 Elections

On October 5, 2021, Town Council approved Ordinance 2021-08 on first reading. The Ordinance has been proposed in response to notification from the Palm Beach County Supervisor of Elections (“Supervisor”) regarding requirements for qualifying periods for elections.

Subsection 166.021(4), Florida Statutes, and subsection 100.3605(2), Florida Statutes, allow a municipality to change the dates for qualifying and the dates for the election of members of a governing body by ordinance.

LEGAL SUFFICIENCY REVIEW:

This is a legislative matter. Legislative decisions are those in which the local government formulates policy rather than applying specific rules to a particular situation. A local government’s approval or denial of an issue in its legislative capacity is typically subject to a fairly debatable standard of review. Fairly debatable means that the government’s action must be upheld if reasonable minds could differ as to the propriety of the decision reached. Decisions subject to the fairly debatable standard of review need only be rationally related to a legitimate public purpose, such as the health, safety, and welfare of the public, to be valid. Given this broad discretion, only decisions that arbitrary and capricious or illegal are subject to serious legal challenge.

RECOMMENDATION

Move that Town Council adopt ***Ordinance 2021-08*** regarding qualifying dates for the March 2022 elections on second reading.

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ORDINANCE NO. 2021-08

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING PARAGRAPH (3)(d) OF SECTION 3 “ELECTION AND TERMS OF OFFICE” OF THE CHARTER TO AMEND THE CANDIDATE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY, THE REPEAL OF LAWS IN CONFLICT, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, the Town of Loxahatchee Groves, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, in accordance with section 7 of the Town’s Charter, the Town’s general elections are held on the second Tuesday in March of each calendar year; and

WHEREAS, the Town’s next municipal election is scheduled to be held on March 8, 2022; and

WHEREAS, pursuant to Section 3(3)(d) of the Charter, the qualifying period for the March 2022 election is currently scheduled for 12:00 p.m. on January 4, 2022, through 12:00 p.m. on January 11, 2022; and

WHEREAS, the Palm Beach County Supervisor of Elections (the “Supervisor”) has provided notice to all Palm Beach County municipalities whose elections are scheduled for March 8, 2022, that they will be required to move their candidate qualifying periods so that all municipal candidate names may be provided to the Supervisor on or before 95 days prior to the municipal election date; and

WHEREAS, subsection 166.021(4), Florida Statutes, and subsection 100.3605(2), Florida Statutes, allows a municipality to change the dates for qualifying and the dates for the election of members of a governing body by ordinance; and

WHEREAS, the Town Council wishes to adopt an ordinance setting the Town's candidate qualifying period for municipal elections from 12:00 p.m. on second Tuesday in November through 12:00 p.m. on the fourth Tuesday in November of the year preceding the calendar year in which the election is to be held; and

WHEREAS, the Town Council believes that this Ordinance is in the best interest of the Town of Loxahatchee Groves.

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

Section 1. The foregoing recitals are hereby fully incorporated herein by reference as true and correct and as the legislative findings of the Town Council.

Section 2: Paragraph (3)(d) of Section 3. – Election and terms of office of the Charter of the Town of Loxahatchee Groves, is hereby amended to read in its entirety as follows:

(d) *Deadline.* Any resident of the town who wishes to become a candidate for a council member seat shall qualify with the town clerk no sooner than noon on the ~~second~~^{first} Tuesday of ~~November~~^{January}, no later than noon on the ~~third~~^{second} Tuesday in ~~November~~^{January}, of the year preceding the calendar year in which the election is to be held ~~except for those years in which the first Tuesday in January is January 1, and in those years any resident of the town who wishes to become a candidate for a council member seat shall qualify with the town clerk no sooner than noon on the first Wednesday of January, nor later than noon on the second Wednesday in January in those years in which the election is to be held.~~ The names of all candidates shall be received by the supervisor of elections of the county from the town clerk by 5:00 p.m. on the first Monday after the close of qualifying or no later than 5:00 p.m. on the 95th day before the municipal election date.

Section 3: **Severability.** The provisions of this Ordinance are declared to be severable and if any section, sentence, clause, or phrase of this Ordinance shall for any reason be held to be

invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Codification. The sections of the ordinance may be made a part of the Town's Charter and may be re-numbered or re-lettered to accomplish such, and the word "ordinance" may be changed to "section", "division", or any other appropriate word.

Section 6. Effective Date. This Ordinance shall be effective immediately upon adoption at second reading.

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS __ DAY OF _____, 2021.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCIL MEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCIL MEMBER	☐	☐	☐
MARIANNE MILES, COUNCILMEMBER	☐	☐	☐

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

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

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCIL MEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCIL MEMBER	☐	☐	☐
MARIANNE MILES, COUNCILMEMBER	☐	☐	☐

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Lakisha Q. Burch, Town Clerk

APPROVED AS TO LEGAL FORM:

Elizabeth Lenihan, Town Attorney

Mayor Robert Shorr

Vice Mayor Laura Danowski

Council Member Marge Herzog

Council Member Phillis Maniglia

Council Member Marianne Miles

Agenda Item # 7

TO: Town Council of the Town of Loxahatchee Groves

FROM: Elizabeth V. Lenihan, Town Attorney

VIA: James Titcomb, Town Manager

DATE: October 19, 2021

SUBJECT: Consideration of Ordinance 2021-09 Regarding Referendum to Remove Election Qualifying Dates from Town Charter

On October 5, 2021, Town Council approved Ordinance 2021-09 on first reading. The Ordinance has been recommended by the Charter Review Committee regarding removal of qualifying periods for elections from the Town Charter.

Subsection 166.021(4), Florida Statutes, and subsection 100.3605(2), Florida Statutes, allow a municipality to change the dates for qualifying and the dates for the election of members of a governing body by ordinance.

Since first reading, the Ordinance has been modified to add a Codification provision and to amend the Effective Date provision. The caption of the Ordinance remains unchanged.

LEGAL SUFFICIENCY REVIEW:

This is a legislative matter. Legislative decisions are those in which the local government formulates policy rather than applying specific rules to a particular situation. A local government's approval or denial of an issue in its legislative capacity is typically subject to a fairly debatable standard of review. Fairly debatable means that the government's action must be upheld if reasonable minds could differ as to the propriety of the decision reached. Decisions subject to the fairly debatable standard of review need only be rationally related to a legitimate public purpose, such as the health, safety, and welfare of the public, to be valid. Given this broad discretion, only decisions that arbitrary and capricious or illegal are subject to serious legal challenge.

RECOMMENDATION

Move that Town Council adopt ***Ordinance 2021-09*** regarding referendum to remove election qualifying dates from the Town Charter on second reading.

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ORDINANCE NO. 2021-09

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, CALLING FOR A REFERENDUM OF THE QUALIFIED ELECTORS OF THE TOWN OF LOXAHATCHEE GROVES TO BE HELD ON MARCH 8, 2022, AS TO WHETHER THE TOWN OF LOXAHATCHEE GROVES CHARTER SHALL BE AMENDED IN THE FOLLOWING RESPECT: AMEND PARAGRAPH (3) OF SECTION 3 “ELECTION AND TERMS OF OFFICE” OF THE CHARTER TO PROVIDE THE CANDIDATE QUALIFYING PERIOD BY ORDINANCE; AND PROVIDING FOR SEVERABILITY, THE REPEAL OF LAWS IN CONFLICT, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, the Town of Loxahatchee Groves, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, subsection 166.021(4), Florida Statutes, and subsection 100.3605(2), Florida Statutes, allow a municipality to change the dates for qualifying and the dates for the election of members of a governing body by ordinance; and

WHEREAS, the Town Council has determined that a provision of the Town Charter should be amended; and

WHEREAS, the Town Council has further determined that the Town of Loxahatchee Groves electors should determine whether the Town Charter should be amended as provided in this Ordinance; and

WHEREAS, it is necessary and essential to call and hold a referendum submitting the issue of whether the Town of Loxahatchee Groves Charter shall be amended as provided in this Ordinance.

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

Section 1. The foregoing recitals are hereby fully incorporated herein by reference as true and correct and as the legislative findings of the Town Council.

Section 2: That a referendum is hereby ordered to be held in the Town on the 8th day of March 2022, to determine whether or not the Town of Loxahatchee Groves Charter shall be amended to amend Paragraph (3) of Section 3. – Election and terms of office to read as follows:

(3) *Qualification.* Candidates for each council seat must qualify for council elections by seat in accordance with applicable general law, and the council members elected to those seats shall hold the seats 1 through 5, respectively. To qualify for office:

(a) *Filing.* Each candidate for council member shall file a written notice of candidacy with the town clerk at such time and in such manner as may be prescribed by ordinance and shall make payment to the town of any fees required by general law as a qualifying fee.

(b) *Registered elector.* Each candidate for council member shall be a registered elector in the state.

(c) *Residency.* Each candidate for council member shall have maintained his or her domicile within the boundaries of the town for a period of 1 year prior to qualifying for election and, if elected, shall maintain such residency throughout his or her term of office.

(d) *Deadline.* Any resident of the town who wishes to become a candidate for a council member seat shall qualify with the town clerk at such time as may be prescribed by ordinance. ~~no sooner than noon on the first Tuesday of January, nor later than noon on the second Tuesday in January, of the year in which the election is to be held except for those years in which the first Tuesday in January is January 1, and in those years any resident of the town who wishes to become a candidate for a council member seat shall qualify with the town clerk no sooner than noon on the first Wednesday of January, nor later than noon on the second Wednesday in January in those years in which the election is to be held.~~

Section 3: The form of the ballot for the Charter amendment provided for herein shall be as follows:

QUALIFYING DEADLINE FOR CANDIDATES FOR TOWN COUNCIL

The present Charter provides deadline dates by which candidates for Town Council must qualify for office. Town Council has proposed that deadline dates for qualifying be established by ordinance, as provided for in Florida Statutes.

Shall the above described amendment be adopted?

Yes []

No []

Section 4. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 5. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. Codification. It is the intention of the Town Council of the Town of Loxahatchee Groves that the amendment set forth in Section 2 of this Ordinance shall become and be made part of the Charter of the Town of Loxahatchee Groves, Florida.

Section 7. Effective Date. This Ordinance shall be effective immediately upon adoption at second reading. The amendment of the Charter as set forth in Section 2 of this Ordinance shall be effective upon approval by the electorate of the Town at the election on **March 8, 2022.**

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS __DAY OF ____, 2021.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCILMEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCILMEMBER	☐	☐	☐
MARIANNE MILES, COUNCILMEMBER	☐	☐	☐

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

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

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCILMEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCILMEMBER	☐	☐	☐
MARIANNE MILES, COUNCILMEMBER	☐	☐	☐

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Lakisha Q. Burch, Town Clerk

Mayor Robert Shorr

Vice Mayor Laura Danowski

APPROVED AS TO LEGAL FORM:

Elizabeth Lenihan Town Attorney

Councilmember Marge Herzog

Councilmember Phillis Maniglia

Councilmember Marianne Miles

Agenda Item # 8

TO: Town Council of the Town of Loxahatchee Groves

FROM: Elizabeth V. Lenihan, Town Attorney

VIA: James Titcomb, Town Manager

DATE: October 19, 2021

SUBJECT: Consideration of Ordinance 2021-10 Regarding Qualifying Dates in the Loxahatchee Groves Code

On October 5, 2021, Town Council approved Ordinance 2021-10 on first reading. The Ordinance has been recommended by the Charter Review Committee regarding removal of qualifying periods for elections from the Town Charter. The Ordinance will become effective following approval by the electors of the referendum for such purpose, to be held March 8, 2022.

Subsection 166.021(4), Florida Statutes, and subsection 100.3605(2), Florida Statutes, allow a municipality to change the dates for qualifying and the dates for the election of members of a governing body by ordinance.

LEGAL SUFFICIENCY REVIEW:

This is a legislative matter. Legislative decisions are those in which the local government formulates policy rather than applying specific rules to a particular situation. A local government's approval or denial of an issue in its legislative capacity is typically subject to a fairly debatable standard of review. Fairly debatable means that the government's action must be upheld if reasonable minds could differ as to the propriety of the decision reached. Decisions subject to the fairly debatable standard of review need only be rationally related to a legitimate public purpose, such as the health, safety, and welfare of the public, to be valid. Given this broad discretion, only decisions that arbitrary and capricious or illegal are subject to serious legal challenge.

RECOMMENDATION

Move that Town Council adopt **Ordinance 2021-10** regarding adding election qualifying dates to the Loxahatchee Groves Code on second reading.

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ORDINANCE NO. 2021-10

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING CHAPTER 2 “ADMINISTRATION”, ARTICLE II “TOWN COUNCIL” BY ADDING A NEW SECTION 2-20 “ELECTION QUALIFYING” OF THE LOXAHATCHEE GROVES CODE PROVIDING FOR THE CANDIDATE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY, THE REPEAL OF LAWS IN CONFLICT, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, the Town of Loxahatchee Groves, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, in accordance with section 7 of the Town Charter, the Town’s general elections are held on the second Tuesday in March of each calendar year; and

WHEREAS, the Palm Beach County Supervisor of Elections (the “Supervisor”) has provided notice to all Palm Beach County municipalities whose elections are scheduled in March, that they will be required to move their candidate qualifying periods so that all municipal candidate names may be provided to the Supervisor on or before 95 days prior to the municipal election date; and

WHEREAS, subsection 166.021(4), Florida Statutes, and subsection 100.3605(2), Florida Statutes, allows a municipality to change the dates for qualifying and the dates for the election of members of a governing body by ordinance; and

WHEREAS, at the Town’s next municipal election, scheduled to be held on March 8, 2022, the electors will consider a referendum question to remove the election qualifying period from the Town Charter and move it to the Loxahatchee Groves Code; and

WHEREAS, the Town Council wishes to adopt an ordinance setting the Town’s candidate qualifying period for municipal elections from 12:00 p.m. on second Tuesday in

November through 12:00 p.m. on the fourth Tuesday in November of the year preceding the calendar year in which the election is to be held, effective upon approval of the referendum question by the electors removing the qualifying period from the Town Charter; and

WHEREAS, the Town Council believes that this Ordinance is in the best interest of the Town of Loxahatchee Groves.

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

Section 1. The foregoing recitals are hereby fully incorporated herein by reference as true and correct and as the legislative findings of the Town Council.

Section 2: Chapter 2 “Administration”, Article II “Town Council” is hereby amended by adding thereto a new Section 2-20 “Election Qualifying” to read as follows:

Sec. 2-20. – Election qualifying.

Any resident of the town who wishes to become a candidate for a council member seat shall qualify with the town clerk no sooner than noon on the second Tuesday of November, no later than noon on the third Tuesday in November, of the year preceding the calendar year in which the election is to be held. The names of all candidates shall be received by the supervisor of elections of the county from the town clerk by 5:00 p.m. on the first Monday after the close of qualifying or no later than 5:00 p.m. on the 95th day before the municipal election date.

Section 3: **Severability.** The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Codification. The sections of the ordinance may be made a part of the Town’s Charter and may be re-numbered or re-lettered to accomplish such, and the word “ordinance” may be changed to “section”, “division”, or any other appropriate word.

Section 6. Effective Date. This Ordinance shall be effective immediately upon approval by the electors of the referendum to be held _____ removing the qualifying period from the Town Charter.

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS ____DAY OF _____, 2021.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCIL MEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCIL MEMBER	☐	☐	☐
MARIANNE MILES, COUNCIL MEMBER	☐	☐	☐

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

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

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCIL MEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCIL MEMBER	☐	☐	☐
MARIANNE MILES, COUNCIL MEMBER	☐	☐	☐

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Lakisha Q. Burch, Town Clerk

Mayor Robert Shorr

Vice Mayor Laura Danowski

APPROVED AS TO LEGAL FORM:

Office of the Town Attorney

Council Member Marge Herzog

Council Member Phillis Maniglia

Council Member Marianne Miles

Agenda Item # 9

TO: Town Council of the Town of Loxahatchee Groves

FROM: Elizabeth V. Lenihan, Town Attorney

VIA: James Titcomb, Town Manager

DATE: October 19, 2021

SUBJECT: Consideration of Ordinance 2021-11 Regarding Referendum to Amend Signature Requirements in Town Charter

On October 5, 2021, Town Council approved Ordinance 2021-11 on first reading. The Ordinance has been recommended by the Charter Review Committee regarding amendment to the signature requirements for ordinances and resolutions in the Town Charter.

Since first reading, the Ordinance has been modified to add a Codification provision and to amend the Effective Date provision. The caption of the Ordinance remains unchanged.

LEGAL SUFFICIENCY REVIEW:

This is a legislative matter. Legislative decisions are those in which the local government formulates policy rather than applying specific rules to a particular situation. A local government's approval or denial of an issue in its legislative capacity is typically subject to a fairly debatable standard of review. Fairly debatable means that the government's action must be upheld if reasonable minds could differ as to the propriety of the decision reached. Decisions subject to the fairly debatable standard of review need only be rationally related to a legitimate public purpose, such as the health, safety, and welfare of the public, to be valid. Given this broad discretion, only decisions that arbitrary and capricious or illegal are subject to serious legal challenge.

RECOMMENDATION

Move that Town Council adopt Ordinance 2021-11 regarding referendum to amend signature requirements in the Town Charter on second reading.

ORDINANCE NO. 2021-11

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, CALLING FOR A REFERENDUM OF THE QUALIFIED ELECTORS OF THE TOWN OF LOXAHATCHEE GROVES TO BE HELD ON MARCH 8, 2022, AS TO WHETHER THE TOWN OF LOXAHATCHEE GROVES CHARTER SHALL BE AMENDED IN THE FOLLOWING RESPECT: AMEND PARAGRAPH (12) OF SECTION 5 “LEGISLATIVE” OF THE CHARTER TO PROVIDE FOR SIGNATURE AUTHORITY BY THE MAYOR; AND PROVIDING FOR SEVERABILITY, THE REPEAL OF LAWS IN CONFLICT, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, the Town of Loxahatchee Groves, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, Section 2 of the Town Charter provides that the Mayor shall be recognized as the head of town government for signature or execution of documents, that in the absence of the mayor the vice mayor shall serve as acting mayor; and

WHEREAS, Paragraph (12) of Section 5 of the Town Charter provides that all council members must sign ordinances and resolutions; and

WHEREAS, the Town Council has determined that a provision of the Town Charter should be amended; and

WHEREAS, the Town Council has further determined that the Town of Loxahatchee Groves electors should determine whether the Town Charter should be amended as provided in this Ordinance; and

WHEREAS, it is necessary and essential to call and hold a referendum submitting the issue of whether the Town of Loxahatchee Groves Charter shall be amended as provided in this Ordinance.

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

Section 1. The foregoing recitals are hereby fully incorporated herein by reference as true and correct and as the legislative findings of the Town Council.

Section 2: That a referendum is hereby ordered to be held in the Town on the **8th** day of **March** 2022, to determine whether or not the Town of Loxahatchee Groves Charter shall be amended to amend Paragraph (12) of Section 5. – Legislative to read as follows:

(12) *Recordkeeping.* The council shall, in a properly indexed book kept for the purpose, provide for the authentication and recording in full of all minutes of meetings and all ordinances and resolutions adopted by the council, and the same shall at all times be a public record. The council shall further maintain a current codification of all ordinances. Such codification shall be printed and shall be made available for distribution to the public on a continuing basis. All ordinances or resolutions of the council shall be signed by ~~all council members~~ the mayor and attested to by the town clerk.

Section 3: The form of the ballot for the Charter amendment provided for herein shall be as follows:

EXECUTION OF DOCUMENTS APPROVED BY TOWN COUNCIL

The present Charter provides all council members must sign ordinances and resolutions approved by Town Council. Town Council has proposed that signature by the mayor instead of all council members on ordinances and resolutions be recognized as sufficient and more efficient.

Shall the above described amendment be adopted?

Yes []

No []

Section 4. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences,

clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 5. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. Codification. It is the intention of the Town Council of the Town of Loxahatchee Groves that the amendment set forth in Section 2 of this Ordinance shall become and be made part of the Charter of the Town of Loxahatchee Groves, Florida.

Section 7. Effective Date. This Ordinance shall be effective immediately upon adoption at second reading. The amendment of the Charter as set forth in Section 2 of this Ordinance shall be effective upon approval by the electorate of the Town at the election on **March 8, 2022.**

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS __DAY OF ____, 2021.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCILMEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCILMEMBER	☐	☐	☐
MARIANNE MILES, COUNCILMEMBER	☐	☐	☐

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

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

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCILMEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCILMEMBER	☐	☐	☐
MARIANNE MILES, COUNCILMEMBER	☐	☐	☐

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Lakisha Q. Burch, Town Clerk

APPROVED AS TO LEGAL FORM:

Elizabeth Lenihan, Town Attorney

Mayor Robert Shorr

Vice Mayor Laura Danowski

Councilmember Marge Herzog

Councilmember Phillis Maniglia

Councilmember Marianne Miles

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Agenda Item # 10

TO: Town Council of the Town of Loxahatchee Groves

FROM: Elizabeth V. Lenihan, Town Attorney

VIA: James Titcomb, Town Manager

DATE: October 19, 2021

SUBJECT: Consideration of Ordinance 2021-12 Regarding Referendum to Amend
Canvassing Board in Town Charter

On October 5, 2021, Town Council approved Ordinance 2021-12 on first reading. The Ordinance has been recommended by the Charter Review Committee regarding amendment to the Canvassing Board in the Town Charter.

Since first reading, the Ordinance has been modified to add a Codification provision and to amend the Effective Date provision. The caption of the Ordinance remains unchanged.

LEGAL SUFFICIENCY REVIEW:

This is a legislative matter. Legislative decisions are those in which the local government formulates policy rather than applying specific rules to a particular situation. A local government's approval or denial of an issue in its legislative capacity is typically subject to a fairly debatable standard of review. Fairly debatable means that the government's action must be upheld if reasonable minds could differ as to the propriety of the decision reached. Decisions subject to the fairly debatable standard of review need only be rationally related to a legitimate public purpose, such as the health, safety, and welfare of the public, to be valid. Given this broad discretion, only decisions that arbitrary and capricious or illegal are subject to serious legal challenge.

RECOMMENDATION

Move that Town Council adopt **Ordinance 2021-12** regarding referendum to amend the Canvassing Board in the Town Charter on second reading.

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ORDINANCE NO. 2021-12

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, CALLING FOR A REFERENDUM OF THE QUALIFIED ELECTORS OF THE TOWN OF LOXAHATCHEE GROVES TO BE HELD ON MARCH 8, 2022, AS TO WHETHER THE TOWN OF LOXAHATCHEE GROVES CHARTER SHALL BE AMENDED IN THE FOLLOWING RESPECT: AMEND PARAGRAPH (5) OF SECTION 7 “ELECTIONS” OF THE CHARTER FOR THE CANVASSING BOARD TO BE DETERMINED BY THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; AND PROVIDING FOR SEVERABILITY, THE REPEAL OF LAWS IN CONFLICT, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, the Town of Loxahatchee Groves, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town Council has determined that a provision of the Town Charter should be amended; and

WHEREAS, the Town Council has further determined that the Town of Loxahatchee Groves electors should determine whether the Town Charter should be amended as provided in this Ordinance; and

WHEREAS, it is necessary and essential to call and hold a referendum submitting the issue of whether the Town of Loxahatchee Groves Charter shall be amended as provided in this Ordinance.

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

Section 1. The foregoing recitals are hereby fully incorporated herein by reference as true and correct and as the legislative findings of the Town Council.

Section 2: That a referendum is hereby ordered to be held in the Town on the **8th** day of **March** 2022, to determine whether or not the Town of Loxahatchee Groves Charter shall be amended to amend Paragraph (5) of Section 7. – Elections to read as follows:

(5) *Town canvassing board.* The town canvassing board shall be composed as determined by the Palm Beach County Supervisor of Elections, who is designated as the official Supervisor of each Uniform Municipal Election for the Town. ~~of three members: the Town Clerk, and two members appointed by the Town Council by Resolution. No member of the town canvassing board shall be an active participant in the town election for which he or she is canvassing as the term "active participant" is interpreted by the Florida Department of Elections. Where possible, the members of the town canvassing board shall be experienced as a judge or in the administration of elections. Should a vacancy occur on the canvassing board, the Town Council shall appoint a replacement member by resolution.~~ The Town Canvassing Board shall canvass the election consistent with the requirements of Florida law and consistent with and pursuant to any agreement between the Town and the Palm Beach County Supervisor of Elections. The canvassing board shall certify the results of the election upon receipt of the certification from the Supervisor of Elections.

Section 3: The form of the ballot for the Charter amendment provided for herein shall be as follows:

CANVASSING BOARD FOR ELECTIONS

The present Charter provides for a Town canvassing board. Town Council has proposed that the Palm Beach County Supervisor of Elections be designated as the official Supervisor for Uniform Municipal Elections for the Town, allowing for a single canvassing board for all municipal elections in the County.

Shall the above described amendment be adopted?

Yes []

No []

Section 4. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences,

clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 5. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. Codification. It is the intention of the Town Council of the Town of Loxahatchee Groves that the amendment set forth in Section 2 of this Ordinance shall become and be made part of the Charter of the Town of Loxahatchee Groves, Florida.

Section 7. Effective Date. This Ordinance shall be effective immediately upon adoption at second reading. The amendment of the Charter as set forth in Section 2 of this Ordinance shall be effective upon approval by the electorate of the Town at the election on **March 8**, 2022.

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS __DAY OF ____, 2021.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCILMEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCILMEMBER	☐	☐	☐
MARIANNE MILES, COUNCILMEMBER	☐	☐	☐

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

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

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCILMEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCILMEMBER	☐	☐	☐
MARIANNE MILES, COUNCILMEMBER	☐	☐	☐

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Lakisha Q. Burch, Town Clerk

APPROVED AS TO LEGAL FORM:

Elizabeth Lenihan, Town Attorney

Mayor Robert Shorr

Vice Mayor Laura Danowski

Councilmember Marge Herzog

Councilmember Phillis Maniglia

Councilmember Marianne Miles

Agenda Item # 11

TO: Town Council of the Town of Loxahatchee Groves

FROM: Elizabeth V. Lenihan, Town Attorney

VIA: James Titcomb, Town Manager

DATE: November 2, 2021

**SUBJECT: Consideration of Ordinance 2021-13 Regarding Referendum to Amend
Financing Restrictions in Town Charter**

The Town Charter currently provides a limitation on the repayment term for certain types of borrowing. The maximum repayment term of thirty-six (36) months applies to the issuance of revenue bonds, lease-purchase contracts, and any other unfunded multiyear contracts for the purchase of real property or the construction of any capital improvement. Such borrowing in excess of the thirty-six (36) months must be specifically put before the electors of the Town for referendum vote.

The proposed revision to the Town Charter is to amend the repayment term from thirty-six (36) months to the life-cycle of the project or asset. Life cycles are well established by industry standards based on specifics including types of infrastructure and categories of assets. Repayment terms for borrowing are further limited by lending institutions. The proposed change will not impact requirements in Florida Statutes or by state or federal agencies that require a public process for assessment debt or a referendum for General Obligation borrowing.

As the Charter is an aspirational document, there are a series of other tools for limiting the Town's debt including the capital and infrastructure element of the comprehensive plan as well as by setting more specific limits and types of allowable debt in the Town's fiscal policies.

The Charter Review Committee does not recommend this amendment to the Town Charter. While the Charter Review Committee believes the original language provides for fiscal responsibility; the unintended consequence of this language is to diminish the Town's ability to build an appropriate financial framework.

LEGAL SUFFICIENCY REVIEW:

This is a legislative matter. Legislative decisions are those in which the local government formulates policy rather than applying specific rules to a particular situation. A local government's approval or denial of an issue in its legislative capacity is typically subject to a

fairly debatable standard of review. Fairly debatable means that the government's action must be upheld if reasonable minds could differ as to the propriety of the decision reached. Decisions subject to the fairly debatable standard of review need only be rationally related to a legitimate public purpose, such as the health, safety, and welfare of the public, to be valid. Given this broad discretion, only decisions that arbitrary and capricious or illegal are subject to serious legal challenge.

RECOMMENDATION

Move that Town Council approve ***Ordinance 2021-13*** regarding referendum to amend financing restrictions in the Town Charter on first reading.

ORDINANCE NO. 2021-13

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, CALLING FOR A REFERENDUM OF THE QUALIFIED ELECTORS OF THE TOWN OF LOXAHATCHEE GROVES TO BE HELD ON MARCH 8, 2022, AS TO WHETHER THE TOWN OF LOXAHATCHEE GROVES CHARTER SHALL BE AMENDED IN THE FOLLOWING RESPECT: AMEND PARAGRAPH (6) OF SECTION 6 “BUDGET AND APPROPRIATIONS” OF THE CHARTER TO PROVIDE FOR A CHANGE IN THE REPAYMENT TERM FOR CERTAIN TYPES OF BORROWING FROM A REPAYMENT TERM OF THIRTY SIX (36) MONTHS TO A REPAYMENT TERM THAT IS CONSISTENT WITH THE LIFE-CYCLE OF THE PROJECT OR ASSET; AND PROVIDING FOR SEVERABILITY, THE REPEAL OF LAWS IN CONFLICT, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, the Town of Loxahatchee Groves, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, Paragraph (6) of Section 6 of the Town Charter provides that approval by referendum is required for certain borrowing where repayment is in excess of thirty six (36) months; and

WHEREAS, amending paragraph (6) of Section 6 of the Town Charter to change the requirement for approval of debt by referendum from a repayment in excess of thirty six (36) months to a repayment that is consistent with the life-cycle of the project or asset will enable the Town Council to authorize borrowing where the repayment terms do not exceed the life-cycle of the project or asset without a referendum; provided that this change would not affect any referendum required by state law or state or federal agencies; and

WHEREAS, the life-cycle of a project or asset is identified using industry standards and is utilized by the lending institution in determining the longevity of debt service available to fund that project or asset; and

WHEREAS, the Town Council has determined that a provision of the Town Charter should be amended; and

WHEREAS, the Town Council has further determined that the Town of Loxahatchee Groves electors should determine whether the Town Charter should be amended as provided in this Ordinance; and

WHEREAS, it is necessary and essential to call and hold a referendum submitting the issue of whether the Town of Loxahatchee Groves Charter shall be amended as provided in this Ordinance.

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

Section 1. The foregoing recitals are hereby fully incorporated herein by reference as true and correct and as the legislative findings of the Town Council.

Section 2: That a referendum is hereby ordered to be held in the Town on the 8TH day of March, 2022, to determine whether or not the Town of Loxahatchee Groves Charter shall be amended to amend Paragraph (6) of Section 6. – Budget and appropriations to read as follows:

(6) *Revenue bonds; lease-purchase contracts.* Unless authorized by the electors of the town at a duly held referendum election, the council shall not authorize or allow to be authorized the issuance of revenue bonds or enter into lease-purchase contracts or any other unfunded multiyear contracts for the purchase of real property or the construction of any capital improvement, the repayment of which extends in excess of the life-cycle of the project or asset ~~36 months~~, unless mandated by state or federal governing agencies.

Section 3: The form of the ballot for the Charter amendment provided for herein shall be as follows:

AMENDING REFERENDUM REQUIREMENT FOR THE TOWN’S ISSUANCE OF CERTAIN TYPES OF DEBT

The present Charter requires referendum approval for revenue bonds, lease purchase contracts, or any other unfunded multiyear contracts to purchase real property or construct capital improvements where the repayment term exceeds

thirty six (36) months. Should the Charter be amended to change the referendum requirement for such debt where the repayment term exceeds the life-cycle of the project or asset, provided that a referendum would still be required if required by law, or state or federal agencies?

Yes []

No []

Section 4. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 5. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. Codification. It is the intention of the Town Council of the Town of Loxahatchee Groves that the amendment set forth in Section 2 of this Ordinance shall become and be made part of the Charter of the Town of Loxahatchee Groves, Florida.

Section 7. Effective Date. This Ordinance shall be effective immediately upon adoption at second reading. The amendment of the Charter as set forth in Section 2 of this Ordinance shall be effective upon approval by the electorate of the Town at the election on _____, 2022.

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

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, ON FIRST READING, THIS __DAY OF ____, 2021.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCILMEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCILMEMBER	☐	☐	☐
MARIANNE MILES, COUNCILMEMBER	☐	☐	☐

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

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

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
ROBERT SHORR, MAYOR	☐	☐	☐
LAURA DANOWSKI, VICE MAYOR	☐	☐	☐
MARGE HERZOG, COUNCILMEMBER	☐	☐	☐
PHILLIS MANIGLIA, COUNCILMEMBER	☐	☐	☐
MARIANNE MILES, COUNCILMEMBER	☐	☐	☐

TOWN OF LOXAHATCHEE GROVES, FLORIDA

ATTEST:

Lakisha Q. Burch, Town Clerk

APPROVED AS TO LEGAL FORM:

Elizabeth Lenihan, Town Attorney

Mayor Robert Shorr

Vice Mayor Laura Danowski

Councilmember Marge Herzog

Councilmember Phillis Maniglia

Councilmember Marianne Miles