



155 F Road Loxahatchee Groves, FL 33470

Agenda Item # 5

TO: Finance Advisory and Audit Committee of Town of Loxahatchee Groves
FROM: Francine Ramaglia, Town Manager
DATE: April 29, 2024
SUBJECT: Consideration of *Ordinance No. 2024-02* repealing *Ordinance No. 2023-04* and adopting the annual update to the Capital Improvements Element of the Comprehensive Plan.

Background:

Pursuant to Section 163.3177(3)(b) of Florida Statutes, local governments are required to undertake an annual review of the Capital Improvements Element to update the Five-Year Capital Improvements Plan (CIP) for Level of Service (LOS) projects. The update to the schedule is not considered an amendment to the Comprehensive Plan. Staff is suggesting modifications to plan previously adopted through the passage Ordinance 2023-04 in September of 2023. The modifications are necessary based on the emergency culvert and canal bank conditions that are being arose after the passage of the Ordinance along with proposed modifications to the FY24 paving program that has been awarded.

The ordinance was previously reviewed by FAAC at its March 7, 2024, meeting and passed on first reading by the Town Council. It is scheduled for second reading and public hearing at the Town Council's May 7th meeting.

The elements of the proposed plan are as follows:

Capital Projects Fund (305)

Carryforward the FY23 Plan – Council had given direction to complete the FY23 capital plan. The FY23 capital plan had been funded by \$2,178,100 of the Town's revenues and \$126,459 in developer's contribution for a total available funds of \$2,304,559. Capital expenditures in FY23 were \$1,640,010 which leaves an overall balance available to be carried forward of \$664,549. Specific FY23 projects to be brought forward and completed in FY24 were:

FY 23 Road Paving plan	\$342,399
161 st and A Rd Bridge Culvert	108,000
24 th and E Rd Bridge Culvert	126,000



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Repair and maintenance of Canals	50,000
Total for specific projects	\$626,399
Unallocated FY 23 Funds	<u>38,150</u>
Total Carried Forward	\$664,549

The above FY23 projects have now been completed, with the exception of a few notable portions of the road improvement program on E Road, West G Road, Folsom Road and West 25th Street. The gaps that occurred because of not receiving or late reception of easements are currently planned to be addressed in the FY 25 Road Improvement Program, which staff is anticipating being bid in the September 2024 time period.

Restoration of Canal Banks by staff - At the final budget hearing the Council directed the funding of a canal bank restoration crew within public works. The source of the funding was:

Fund 305 Canal Bank Maintenance	\$50,000
Town Council Legal Expense	100,000
Fund 105 Repair and Maintenance Service	100,000
Town Council Special Events	15,000
Repair and Maintenance Building	8,000
Transfer from 105 fund balance	4,237
Road rock for 161 st Terrace	35,000
Road rock for Casey Road	27,500
Road rock for Tangerine	20,000
Legal ads	2,500
Reduction in Overtime Fund 101	2,500
Reduction in Overtime Fund 105	2,500
Reduction in Fuel	2,500
Tax savings on reduction in Overtime.	<u>233</u>
Total Funds for Canal Restoration	<u>\$370,000</u>

The canal restoration material expenditures are in Capital Fund in the amount of \$205,794. The staffing expenses in the amount of \$164,206 are budgeted in public works. The total expenses are \$370,000. The goal of the program is to restore 2 miles of canal bank this fiscal year.

Emergency Collecting Canal Bank Stabilization – The Town has entered into a contract to stabilize 2,000 feet of canal bank for \$197,500. The funding for that contract comes from the following:

Reallocation of matching funds for the Resiliency Grant	\$128,000
Carry forward FY23 Canal Bank Maintenance	50,000
<u>Reallocation from miscellaneous culvert failures</u>	<u>20,000</u>
Total funds available for contract	<u>\$198,000</u>

The emergency collecting canal bank stabilization program has been completed.



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FY 24 Road Improvement Program - The proposed FY24 road rock plan in the amount of \$403,550 remains the same as Council approved in Ordinance 2023-04.

The FY24 CIP plan originally included \$1,155,750 of paving funds. There were three additional segments included in the bid, Casey Road, B to North, and North from B to C. The estimated cost of all segments bid in the awarded contract for FY24 paving bid is \$1,696,994. The Town still has the opportunity to remove segments from the bid as the cost associated with the segments does not begin until a notice to proceed on a particular segment is given. The breakdown of the contract prices for those roads are:

Currently in FY24 CIP		Newly Proposed
West C (Gruber to Forest Lane	\$ 77,673	
West D (Gruber to Bunny Lane)	89,865	
Global Trail	107,064	
Kerry Lane	79,563	
24 th Ct (E &W of F Rd)	171,581	
161 st Ter N	479,965	
Gruber	120,133	
E Citrus	132,037	
147 th	<u>26,594</u>	
Casey		\$187,878
B North and North B to C		<u>230,641</u>
Total	\$1,278,475	\$418,519
<u>Combined Total</u>		<u>\$1,696,994</u>

Funding sources for the additional funds include reallocation of culvert bridge monies and other recoverable storm expenditures upon their reimbursement by FEMA and donation proceeds from the Sod Farm. Staff is comfortable that funding will be available for the \$122,725 increase in awarded versus estimated contract amounts for the original scope of the project and Casey Road based on anticipated FEMA reimbursement funds and the unallocated monies from FY23 carryforward.

Staff is recommending that notice to proceed on B and North Road not be issued until donation from the Sod Farm is received.

Stormwater/Drainage Improvements – \$826,000 had originally been allocated for stormwater/drainage improvements consisting of:

Swales, catch basins & other control structures	\$500,000
Miscellaneous culverts	200,000
11 th Ter and D Rd culvert bridge	<u>126,000</u>
Total	\$826,000



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The public works staff has identified additional culvert bridges that need to be replaced this year and therefore initiation of the swale and catch basin program is recommended to be postponed:

Swales, catch basins & other control structures	
Miscellaneous culverts	\$ 0
11 th Ter and D Rd culvert bridge	126,000
B Road culvert bridge	125,700
F & CC culvert bridge	436,300
12 th Place North culvert bridge	136,700
24th & F Road culvert bridge	140,000
<u>Culvert design and permitting</u>	<u>40,000</u>
<u>Total</u>	<u>\$1,004,700</u>

The additional \$198,700 needed to fund the revised program is proposed to come from a transfer from FY23 road and drainage carryover funds and FEMA reimbursement monies. There were \$320,928 carried over from the FY23 road and drainage fund (105). The details of those carryovers and their proposed allocation are found in the proposed budget amendment. \$180,000 from the carry forward would be transferred to capital.

FEMA Reimbursement – There are two culvert bridge projects, B Road and 24th & E, that are subject to a request for FEMA reimbursement because the need to replace them was because of storm activity. The budgets associated with those projects total \$251,700. It is anticipated FEMA will reimburse the Town for those costs. Total reimbursement for FEMA related expenses both capital and otherwise is anticipated to exceed \$400,000. The FEMA funds should be received in FY24. It is anticipated a total of \$271,794 of FEMA reimbursement monies will be spent on the FY24 CIP.

Capital budgeted in Public Works (105)

Other Road Materials and Supplies - \$172,500 is budgeted for capital road materials and supplies consisting mostly of annual rock replenishment.

Rental/Lease Option Machinery & Equipment - \$303,000 was budgeted for the rental/lease option of equipment. \$189,000 of those funds were allocated to the lease option purchase of two mowers and the grader and \$114,000 was for the rental of equipment including a dump truck. Dump truck costs have been averaging approximately \$4,500 a month. Staff is recommending the lease option purchase of a dump truck rather than the continuation of the rental. A dump truck is regularly needed for the operations and the lease option purchase for a more functional dump truck is estimated to be less than \$40,000 a year. A proposal to purchase a dump truck will be forthcoming on an upcoming Council meeting.



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Purchase of Vehicles – Public Works purchased a used vehicle in FY24 for \$12,333 to be used by the Public Works Director for field reviews and inspections. These purchases were funded by a surplus in operating funds from FY23.

Capital budgeted in General Fund – (101)

Purchase of Code Vehicle – The code enforcement department needed a vehicle to conduct inspections as the truck that staff had been borrowing from the Public Works department was needed by Public Works. A code vehicle was purchased in FY24 for \$10,125 and is funded from anticipated FY24 operating surplus.

Recommendation:

Review and make recommendations to Town Council on the adoption of Ordinance 2024-02.