

Date In	Task	Attorney	Last date in	Last date out	Final to Council/Admin
07/14/21	Draft ordinances regarding designated facilities	EL			
08/31/21	Draft property maintenance code	EL			
09/15/21	Revise BTR Ordinance	EL	Council discussion 05/02/23		
09/20/21	Draft ordinances regarding regulation of livestock waste	EL/RH	Council discussion 04/18/23	02/08/22	
09/20/21	Draft ordinance regarding registration of livestock waste haulers	EL/RH/JH	11/01/22	11/01/22	
09/20/21	Draft ordinance regarding registration of landscaping and land clearing vendors	EL/JH	05/04/23	11/01/22	
09/20/21	Draft ordinance regarding nurseries	EL/RH	11/01/22	11/01/22	
09/20/21	Draft Ordinance for use and occupancy certificate	EL	Council discussion 05/16/23	02/09/22	
11/02/21	Revise nuisance abatement codes	EL/JH	01/17/23; 03/24/23 JH rec'd assign		
11/10/21	Review and revise Interlocal Agreement with Village of Royal Palm Beach regarding assessment of properties	EL	11/01/22; waiting on assessment study	11/01/22	
11/16/21	Draft cost sharing policy	EL	10/17/22; 03/24/23 JH rec'd assign.	10/17/22	
11/16/21	Update contract forms	EL	08/18/22		
11/30/21	Draft Interlocal with County for contractor enforcement	EL		12/30/21	
04/05/22	Update sign code	EL/SG	10/19/22	10/18/22	
04/05/22	Review jurisdictional authority for Okeechobee and Folsom	EL	01/03/23 Council discussion	05/18/22	
04/11/22	Revise Human Resources Policy Manual	LD	04/12/23	04/20/23	
04/19/22	Draft tree mitigation site resolution	EL		06/30/22	

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05/03/22	Draft trail naming policy	EL			
05/27/22	Research and draft documentation regarding district v town	EL			
07/05/22	Draft adopt-a-site program	EL			
07/05/22	Research road drainage on ag property	EL	09/08/22		
07/19/22	Draft RFP re assessment methodology	EL/JH	05/19/23	05/19/23	
07/21/22	Draft opinion on ag use of property	RH	04/18/23 Council Workshop	04/18/23 Council Workshop	
08/04/22	Draft Interlocal with ITID regarding milling of roads	EL			
09/30/22	Draft Ordinance re nuisance odors	EL/JH/RH			
10/04/22	Research regulation and enforcement of private culvert restricting flows in District canals	EL			
10/17/22	Draft Ordinance regarding communications facilities in right-of-way	EL			
10/18/22	Draft assessment program for drainage (culvert replacements)	EL/JH	05/02/23	05/03/23	
10/18/22	Draft Ordinance regarding code enforcement fine reductions	EL/KL/JH	06/06/23 Council Workshop	06/06/23	
10/18/22	Draft Ordinance regarding advisory boards	EL/JH	06/06/23 Council Workshop	06/06/23	
11/01/22	Work with Town Manager regarding paving of Town roads by private parties;	EL/JH	01/12/23	01/12/23	

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	permits required; and enforcement				
11/01/22	Research/draft regarding establishment of mobility fee	EL/JH	03/24/23 JH recv'd assign.		
11/05/22	Review draft Citation Ordinance	EL/JH	03/24/23 jh recv'd assign.		
11/09/22	Review of potential Historical Legacy	EL	05/30/23	05/05/23	
11/15/22	Review code re noise for possible revisions	EL/JH			
11/21/22	Research transition of ag exemption with sale of property	EL/RH			
11/21/22	Research full time residential use of RVs on property	EL	Council discussion 06/10/23	06/10/23	
11/22/22	Revise Permits regarding canals	EL/RH			
11/22/22	Review FLU of Comp Plan	EL	06/06/23	12/06/22	
11/30/22?	Review Code Dept SOPs	RH/EL			
12/01/22	Prepare Code Checklist	KL			
12/02/22	Draft regulations regarding animal related uses	EL			
12/02/22	Research and draft Ordinance re Agritourism	EL/RH	Council workshop 04/18/23		
12/02/22	Draft Ordinance re educational and camp uses	EL	Council discussions during EAR workshops		
12/09/22	Review Code Forms	KL			
12/09/22	Review Water Permit Application	EL/RH	05/17/23 from Engineer lead on project		
12/14/22	Review Declaration for potential amendment or release	EL	04/28/23	05/11/23	
12/20/22	Research conflicts of interest related to volunteer work	EL			

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01/02/23	Review Ordinance amendments to Article 87	EL			
01/10/23	Research re gifts to staff	EL			
01/13/23	Draft Fillable Stipulation Agreement for Properties/Uses in Violation	EL/KL	02/02/23	02/03/23	
01/17/23	Draft/Update Public Records Policy	EL			
01/17/23	Draft Ordinance re off-site impacts of special events	EL			
03/01/23	Draft Ordinance amending Sec 2-23	EL			
03/07/23	Review NextRequest Agreement	EL	05/30/23	05/02/23	
03/08/23	Prepare fillable NOV/NOH for Unpermitted Uses	KL	03/08/23	03/08/23	
03/20/23	Prepare Updated Tree Removal NOV/NOH	KL	01/09/23	03/20/23	
03/27/23	Update Fillable Prosecution Worksheet	KL	03/27/23	03/31/23	
03/29/23	Prepare RV NOV/NOH	KL	04/06/23	04/06/23	
04/05/23	Review Health Department Permit for 16169 Southern Blvd	EL/KL			
05/04/23	Review landscaper registration program	EL/JH			
05/09/23	Review Development Review Committee Materials	EL	06/06/23	06/05/23	
05/26/23	Modification of Stipulation for 16169 Southern Blvd	EL	06/05/23	06/05/23	
05/30/23	Draft contract for towing services	EL			
05/30/23	Review expiration of site plan approval	EL			
05/30/23	Review job descriptions	LD			

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06/01/23	Review legislation re assessment of ag lands	EL/RH			
06/02/23	Review tree mitigation interpretation	EL/RH	06/02/23	06/02/23	
06/04/23	Research re regulations for obtaining and maintaining ag classification	EL/RH			
06/05/23	Review proposed comprehensive plan amendments	EL	06/11/23	06/12/23	
06/06/23	Prepare presentation on issues with Historical Legacy Application for PZB meeting 06/08/23	EL			
06/06/23	Research amending comprehensive plan by referendum	EL			
	Pata litigation coordination Settlement Approved 06/06/23	EL	06/12/23	06/07/23	
03/09/23	Seiferth Appeal Finding of Violation	GT/RH	06/02/23	05/07/23	