

TOWN OF LOXAHATCHEE GROVES
AGENDA ITEM DETAIL & SCHEDULE
December 2024 - March 2025

Agenda Item Detail											
Item No.	Topic:	Agenda Item Location:	Agenda Item:	Staff Member:	Attorney's Office:	Consultant Review Required:	December 2024	Jan. 2025	Feb. 2025	March 2025	Reoccurring:
	Resolution	Consent	Civil Citation Fee Schedule	Town Manager			Approval				
	Resolution	Consent	Piggyback Contract for Red Speed for school zones (traffic calming)	Town Manager			Approval				
	Administrative	Consent	Resolution on Accounting Service Contract	Project Coordinator			Approval				
	District Item	Consent	Resolution to Adopt the Uniform Method Assessment				Approval				
	Administrative	Regular	Health Insurance Renewal	HR / Grants / Contracts Coordinator			Consent				
	Administrative	Resolution	Water Control Plan Updates	Project Coordinator			Discussion	Adopt	X	X	every mtg
	Administrative	Regular	Culverts / District Procedures - Related Policy for 50/50 Cost Share (Section 46)	Project Coordinator			Discussion	Approval			
	Administrative	Discussion	Discussion of LPR/Camera Program Policy	Public Works Director			Discussion				
	Ordinance	Public Hearing	Ordinance on School Traffic Zones (Redspeed)	Town Manager			Second Reading				
	Ordinance	Public Hearing	Ordinance on Civil Citations	Town Manager			Second Reading				
	Ordinance	Public Hearing	Ordinance on Culverts / District Procedures (Section 46)	Project Coordinator / Public Works Director			Second Reading				
	Administrative	Discussion	Discussion of Roadway and Drainage	Public Works Director			X	X	X	X	Monthly Item
	Administrative	Discussion	Discussion Items: A. ITB & RFP Timelines; B. Elevation of Retrofits at 106 locations; C. FEMA Reimbursement	Public Works Director			X				
	Administrative	Regular	Resolution on PBC Piggyback Contract for Wynn & Sons	Public Works Director				X			
	Legislative	Consent	Resolution on the Town's Approval of the Interlocal Agreement w/ the District for Drainage Works Nuisance Abatement Services				X				
	Administrative	Consent	Resolution: Laserfiche Contract	Town Clerk			X				
	Legislative	Regular	Resolution Adopting Engineering Standards / District Standards	Public Works Director				Discussion	Adopt		
	Administrative	Discussion	Discussion & Direction on SOD Farm Agreement	Project Coordinator				Discussion	Approval		
	Ordinance	Public Hearing	Ordinance on Abandoned Property Code	Building Official						Discussion	April & March
	Ordinance	Public Hearing	Ordinance on Livestock Waste BMPs	Project Coordinator						Discussion	
	Ordinance	Public Hearing	Ordinance on Livestock Waste Franchise	Town Manager				Discussion	First Reading	Second Reading	
	Ordinance	Public Hearing	Ordinance on Permitted Uses in Commercial Zoning Districts			KF		Discussion	First Reading	Second Reading	
	Ordinance	Public Hearing	Ordinance on ULDC Updates (part I-Historical Legacy/Vested Rights)	Project Coordinator				Discussion	First Reading	Second Reading	
	Ordinance	Public Hearing	Ordinance on Rural Vista Guidelines	Project Coordinator		Planners				Discussion	April & May
	Ordinance	Public Hearing	Ordinance on Non-Conforming Lots	Project Coordinator		KF			Discussion		
	Ordinance	Public Hearing	Ordinance on Tree Removal (Section 87) & Disbursement of Funds	Project Coordinator		J. Fleishman/ Code Enforcement			Discussion		
	Administrative	Discussion	Section 87					Discussion			
	Ordinance	Public Hearing	Code Compliance Complaint Reporting Requirements	Building Official				First Reading	Second Reading		
	Ordinance	Public Hearing	Ordinance on Travel Policy	Project Coordinator							

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	Ordinance	Public Hearing	Ordinance on Conditional Use / Special Exception Procedures	Project Coordinator		Planners				First Reading	April & May
	Administrative	Regular	Annual District Landowners meeting	Town Manager / Project Coordinator				X			April & December
	Administrative	Discussion	Discussion of Scope for Assessment Methodology, Mobility Fees, Impact Fees RFP	Town Manager & Project Coordinator		Engineers					
	Proclamation	Consent	National Bird Day - January 5	Town Clerk	E. Lenihan	N/A		X			January
	Ordinance	Public Hearing	Ordinance on Agritourism Committee recommendations	Project Coordinator						X	
	Ordinance	Public Hearing	Ordinance on Procurement	Project Coordinator							
	Ordinance	Public Hearing	Ordinance on Townwide Traffic & Road Standards	Public Works Director							
	Presentation	Presentation	Presentation by the Realtors Association	Town Clerk				X			
	Administrative	Consent	Resolution on Building Fee Waivers	Building Official				X			
	Administrative	Consent	Resolution on Reduction of Permit Fees for Use of Private Providers	Building Official				X			
	Administrative	Regular	Resolution on Solid Waste Contract	Town Manager & Public Works Superintendent				X			September 2026
	Administrative	Consent	Resolution on Update to the Fee Schedule for Building Permit Fees / Reimbursement of Permit Fees	Building Official				X			
	Election	Consent	Resolution: Agreement with the Supervisor of Elections Office	Town Clerk				X			November
	Administrative	Discussion	Discussion of Assessment Methodology / 197 Requirements	Project Coordinator				Adopt			
	Proclamation	Consent	2-1-1 Awareness Day – February 11-17	Town Clerk	E. Lenihan	N/A			X		February
	Administrative	Regular	Discussion of current Tree Mitigations in progress/Tree Mitigation Fund Report / Potential Land Purchase	Project Coordinator & Public Works Director					X		
	Administrative	Regular	Moore's Grove Subdivision revisions & recordation	Public Works Director					X		
	Proclamation	Consent	National Engineers Week – February 16-22	Town Clerk	E. Lenihan	N/A			X		February
	Proclamation	Consent	National FFA Week – February 15-22	Town Clerk	E. Lenihan	N/A			X		February
	Ordinance	Public Hearing	Ordinance on Sign Code	Project Coordinator		Planners					June
	Ordinance	Public Hearing	Ordinance on ULDC Updates (Part II-Roadway/Traffic Standards)	Project Coordinator		Public Works Director / Planners			X	X	February & March
	Presentation	Presentation	Presentation by BDB	Town Clerk					X		
	Administrative	Consent	Receive & File - Quarterly Reports	All Senior Staff Members					X		02/2025 (Q1), 05/2025 (Q2), 08/2025 (Q3), 11/2025 (Q4/Next FY Annual Report)
	Legislative	Presentation	Update from the Town Lobbyist	Town Clerk					X		February & July
	Proclamation	Consent	Agricultural Appreciation Day – May 18	Town Clerk	E. Lenihan	N/A					May
	Presentation	Presentation	Audit Presentation	Town Manager & Project Coordinator		Munilytics & Caballero				X	
	Proclamation	Consent	Back to School Month – August	Town Clerk	E. Lenihan	N/A					August
	Proclamation	Consent	Building and Code Staff Appreciation Day – September 1	Town Clerk	E. Lenihan	N/A					September
	Proclamation	Consent	Building Safety Month – May	Town Clerk	E. Lenihan	N/A					May

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	Proclamation	Consent	Child Abuse Prevention Month – April	Town Clerk	E. Lenihan	N/A					April
	Proclamation	Consent	Code Enforcement Officer Appreciation Week – June 5-9	Town Clerk	E. Lenihan	N/A					June
	Administrative	Public Hearing	Consideration of Amendments to the Land Use Map	Town Manager		Planner					July
	Proclamation	Consent	Construction Safety Week – May 2-6	Town Clerk	E. Lenihan	N/A					May
	Proclamation	Consent	Customer Service Week – October 7-11	Town Clerk	E. Lenihan	N/A					October
	Legislative	Discussion	Discussion of Council Participation and Communication with Surrounding Communities and Other Agencies	Town Clerk							September
	District Item	District Item	District Resolution on Intent to Use Uniform Method (Drainage Works Nuisance Abatement Service Assessments)								
	Administrative	Regular	District: Provisions of District Services, including Water Control, Maintenance, and Repair of Drainage and Roadways	Public Works Director							July
	Proclamation	Consent	Earth Day – April 22	Town Clerk	E. Lenihan	N/A					April
	Election	Consent	Election Agreement with the Supervisor of Elections Office	Town Clerk							November
	Administrative	Regular	Emergency Loan of Credit Renewal	HR / Grants / Contracts Coordinator						X	
	Proclamation	Consent	Emergency Preparedness Month – September	Town Clerk	E. Lenihan	N/A					September
	Proclamation	Consent	Fire Prevention Week – October 7-11	Town Clerk	E. Lenihan	N/A					October
	Proclamation	Consent	Florida City Government Week – October 21-27	Town Clerk	E. Lenihan	N/A					October
	Proclamation	Consent	Hunger and Homelessness Awareness Week – November 12-20	Town Clerk	E. Lenihan	N/A					November
	Legislative	Discussion	Legislative Goals and Objectives for the Fiscal Year	Town Clerk Assistant							July
	Presentation	Presentation	Legislative Update from County Commissioner (Sara Baxter)	Town Clerk Assistant							July
	Administrative	Regular	List of Pre-approved Easements for FY 2026 Paving Plan	Project Coordinator & Public Works Director							
	Election	Presentation	March Election Results for the Town of Loxahatchee Groves Candidates	Town Clerk						laserfiche	April
	Proclamation	Consent	Mental Health Awareness Month – May	Town Clerk	E. Lenihan	N/A					May
	Proclamation	Consent	National Arbor Day – Last Friday in April	Town Clerk	E. Lenihan	N/A					April
	Proclamation	Consent	National Civility Month – August	Town Clerk	E. Lenihan	N/A					August
	Proclamation	Consent	National Employee Appreciation Day – First Friday in March	Town Clerk	E. Lenihan	N/A				X	March
	Proclamation	Consent	National Farm Safety and Health Week – September 15-21	Town Clerk	E. Lenihan	N/A					September
	Proclamation	Consent	National Farmers Day – December 23	Town Clerk	E. Lenihan	N/A					December
	Proclamation	Consent	National Flood Awareness Week – March 6-10	Town Clerk	E. Lenihan	N/A				X	March
	Proclamation	Consent	National Homeownership Month – June	Town Clerk	E. Lenihan	N/A					June
	Proclamation	Consent	National Hurricane Preparedness Week – May 1-7	Town Clerk	E. Lenihan	N/A					May
	Proclamation	Consent	National Municipal Clerks Week – May 4-10	Town Clerk	E. Lenihan	N/A					May
	Proclamation	Consent	National Public Works Week – Third Week of May	Town Clerk	E. Lenihan	N/A					May
	Proclamation	Consent	National Safe Toys and Gifts Month – December	Town Clerk	E. Lenihan	N/A					December
	Proclamation	Consent	National Volunteer Appreciation Week – April 20-26	Town Clerk	E. Lenihan	N/A					April
	Election	Presentation	Oath of Office - Town Council & Board Members	Town Clerk							April
	Proclamation	Consent	Older Americans Month – May	Town Clerk	E. Lenihan	N/A					May
	Ordinance	Public Hearing	Ordinance on ADU			Planner - Complete Cities					
	Ordinance	Public Hearing	Ordinance on Capital Improvement Plan / Timeline for ITBs	Project Coordinator							May
	Ordinance	Public Hearing	Ordinance on Nuisance Abatement - Assessment Procedure	Building Official		Public Works Director					
	Ordinance	Public Hearing	Ordinance on Qualifying Dates	Town Clerk							

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	Ordinance	Public Hearing	<i>Ordinance on Solid Waste</i>	Town Manager & Public Works Superintendent							October
	Ordinance	Public Hearing	Ordinance on Use and Occupancy	Building Official		Planners					
	Proclamation	Consent	Palm Beach County Veteran Services Officer Appreciation Month – June	Town Clerk	E. Lenihan	N/A					June
	Administrative	Consent	Piggyback Contract: Hinterland (Culvert Clearing)	Public Works Director						X	March
	Presentation	Presentation	Powerpoint Presentation Initial Budget	Town Manager & Project Coordinator							
	Presentation	Presentation	Presentation by FPL Project Updates	Town Clerk							
	Presentation	Presentation	Presentation by Jane Cleveland	Town Clerk							
	Presentation	Presentation	Presentation by Local Authors / Celebrities	Town Clerk							
	Presentation	Presentation	Presentation by PBCFR	Town Clerk							
	Presentation	Presentation	Presentation by PBSO	Town Clerk							
	Presentation	Presentation	Presentation by Sara Palmer	Town Clerk							
	Presentation	Presentation	Presentation by Senator & Representative	Town Clerk							
	Presentation	Presentation	Presentation by TCRPC	Town Clerk							
	Presentation	Presentation	Presentation by the Chamber (Mary Lou Bedford)	Town Clerk							
	Presentation	Presentation	Presentation by the Palm Beach County League of Cities	Town Clerk							
	Presentation	Presentation	Presentation by the Property Appraiser	Town Clerk							
	Presentation	Presentation	Presentation by TPA	Town Clerk							
	Presentation	Presentation	Presentation on Behavioral Services Program	Town Clerk							May
	Presentation	Presentation	Presentation on Resilient Florida	Keshevarz							
	Administrative	Presentation	Presentations from Town Departments	All Senior Staff							May
	Proclamation	Consent	Public Service Recognition Week – First Full Week of May	Town Clerk	E. Lenihan	N/A					May
	Legislative	Consent	Resolution / Contract: Lobbying Services	Town Clerk Assistant	E. Lenihan	Ron Book					August
	Administrative	Consent	Resolution Adopting of FY 2025 Special Events & Calendar	Town Clerk							
	Administrative	Consent	Resolution on Annual Proclamations	Town Clerk							
	Legislative	Consent	Resolution on Foreclosure Policy	Town Manager							
	District Item	District Item	Resolution on the District's Approval of the Interlocal Agreement w/ the Town for Drainage Works Nuisance Abatement Services		X						
	Legislative	Consent	Resolution on Transportation Plan								
	Administrative	Consent	Resolution on Update to the Fee Schedule for Engineering & Public Works Permit Fees	Building Official						X	
	Legislative	Regular	Resolution: Annual Dates Supporting Local Government and Approval of Annual Sponsorships and Events	Town Clerk							September
	Election	Regular	Resolution: Appoint Mayor and Vice Mayor by the Town Council	Town Clerk	E. Lenihan						April
	Legislative	Consent	Resolution: Appointment and Support of a Council Member to the Board of Trustees of the Florida Municipal Insurance Trust	Town Clerk	E. Lenihan					X	March
	Legislative	Consent	Resolution: Appointment and Support of a Council Member to the Board of Trustees of the Florida Municipal Investment Trust	Town Clerk	E. Lenihan					X	March
	Legislative	Consent	Resolution: Appointment and Support of a Council Member to the Board of Trustees of the Florida Municipal Loan Trust	Town Clerk	E. Lenihan					X	March
	Legislative	Consent	Resolution: Appointment of Committee Members	Town Clerk	E. Lenihan						May
	Election	Regular	Resolution: Appointment of District Chair and Treasurer	Town Clerk	E. Lenihan						April
	Administrative	Consent	Resolution: Best Interest Contract for Kiels Tree Service	Public Works Director							
	Legislative	Consent	Resolution: Declaration of Emergencies	Public Works Director							

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	Legislative	Consent	Resolution: Designation of Mayor as the Signing Agent for the Town	Town Clerk	E. Lenihan						April
	Legislative	Regular	Resolution: Establishing Committees/Committee Responsibilities	Town Clerk	E. Lenihan						April
	Legislative	Consent	Resolution: Establishment of Regular Meeting Schedules	Town Clerk							November
	Legislative	Regular	Resolution: Rules and Procedures for Town Council	Town Clerk	E. Lenihan						April
	Legislative	Consent	Resolution: Speciman Tree Removal - Phase III Groves Center				X				
	Proclamation	Consent	Rural Education Day – October 31	Town Clerk	E. Lenihan	N/A					October
	Legislative	Presentation	State Legislative Update from Lobbyist, State Senators and Representatives	Town Clerk Assistant							May
	Proclamation	Consent	Sunshine Week – March 16-22	Town Clerk	E. Lenihan	N/A				X	March
	Legislative	Regular	Town Council's – Goals, Objectives, and Policies	Town Manager							May
	Administrative	Consent	Upcoming Events and Agendas	Town Clerk							