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*FLORIDA BAR BOARD CERTIFIED
CITY COUNTY AND LOCAL GOVERNMENT ATTORNEY

January 21, 2025

VIA ELECTRONIC MAIL ONLY

Town Council
Town of Loxahatchee Groves
155 F Road
Loxahatchee Groves, FL 33470

RE: Quarterly Report 2024-2025 Q1

Dear Town Council:

In the 2024-2025 fiscal year, our office continued our representation of the Town as Town Attorney. In this capacity, in the second quarter of the fiscal year, we provided over 501 hours of legal work to the Town, generally comprised of the activities below.

- Attended:
 - 3 Town Council meetings
 - 1 Advisory Board meetings
 - 2 Code Enforcement Special Magistrate Hearings
 - 17 Meetings with Council Members, staff, and residents

- Drafted/Reviewed for legal sufficiency, approximately:
 - 24 Resolutions
 - 16 Ordinances
 - 28 Agenda Items/Supplemental staff reports
 - 33 Contracts
 - 15 Code Enforcement cases (including appeals, lien searches and releases)
 - 13 Development matters (including pre-application matters)
 - 5 Policies and Procedures
 - 29 Forms (including application, permit, and code enforcement related forms)

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- 5 Notices
- 2 Solicitations
- 1 Easement

- Counseled regarding:
 - Ethics matters, personnel matters, assessments, nonconformities, declarations of emergency, amendments to the District's Water Control Plan, elections, advertising requirements, Special District requirements, business impact statements, quorum and voting requirements, fireworks, business tax receipts, public records requests, conservation easement enforcement, permits, annexation, code enforcement, foreclosure, level of service

If you have any questions regarding the services provided to the Town by our office as Town Attorney, please contact me at 561-686-8700.

Sincerely,

A handwritten signature in blue ink that reads "Glen J. Torcivia". The signature is written in a cursive, flowing style.

Glen J. Torcivia