

**TORCIVIA, DONLON,
GODDEAU & RUBIN, P.A.**

701 Northpoint Parkway, Suite 209
West Palm Beach, Florida 33407-1950
561-686-8700 Telephone / 561-686-8764 Facsimile
www.torcivialaw.com

Glen J. Torcivia
Lara Donlon
Christy L. Goddeau*
Leonard G. Rubin*

Jennifer H.R. Hunecke
Susan M. Garrett
Elizabeth V. Lenihan*
Ruth A. Holmes
Ben Saver
Tanya M. Earley
Amelia Jadoo
Daniel Harrell, Of Counsel

*FLORIDA BAR BOARD CERTIFIED
CITY COUNTY AND LOCAL GOVERNMENT ATTORNEY

October 15, 2024

VIA ELECTRONIC MAIL ONLY

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

RE: Quarterly Report 2023-2024 Q4

Dear Town Council:

In the 2023-2024 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 563 hours of legal work to the Town, generally comprised of the activities below.

- Attended:
 - 4 Town Council meetings
 - 5 Advisory Board meetings
 - 3 Code Enforcement Special Magistrate Hearings
 - 30 Meetings with Council Members, staff, and residents

- Drafted/Reviewed for legal sufficiency, approximately:
 - 26 Resolutions
 - 23 Ordinances
 - 30 Agenda Items/Supplemental staff reports
 - 14 Contracts
 - 8 Code Enforcement cases (including appeals, lien searches and releases)
 - 20 Development matters (including pre-application matters)
 - 14 Policies
 - 10 Application and permit related forms

October 15, 2024

Page 2

- 1 Training presentation
 - 1 General Release
 - 2 Easements
 - 1 Restrictive Covenant form
- Counseled regarding:
 - Ethics matters, personnel matters, social media, millage and assessments, quasi-judicial proceedings, Inspector General matters, tourist development taxes, business tax receipts, public records requests, permits, financial disclosure, annexation, special acts, right-of-way footprint, code enforcement, 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 style with a large initial "G" and "T".

Glen J. Torcivia