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*FLORIDA BAR BOARD CERTIFIED
CITY COUNTY AND LOCAL GOVERNMENT ATTORNEY

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Susan M. Garrett
Elizabeth V. Lenihan*
Ruth A. Holmes
Ben Saver
Tanya M. Earley
Daniel Harrell, Of Counsel

October 9, 2023

VIA ELECTRONIC MAIL ONLY

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

RE: Quarterly Report 2022-2023 Q4

Dear Town Council:

In the 2022-2023 fiscal year, our office continued our representation of the Town as Town Attorney. In this capacity, in fourth quarter of the fiscal year, we provided over 560 hours of legal work to the Town, generally comprised of the activities below.

- Attended:
 - Five (5) Town Council meetings
 - One (1) Planning and Zoning Board meeting
 - Six (6) Code Enforcement Magistrate hearing meetings
 - Forty-one (41) meetings with Council Members, staff, and residents

- Drafted/Reviewed for legal sufficiency, approximately:
 - Twenty-three (23) Resolutions
 - Seven (7) Ordinances
 - Thirty-three (33) Agenda Items/Supplemental staff reports
 - Seventeen (17) Contracts
 - Thirteen (13) Policies
 - Twenty (20) Code cases
 - Twenty-seven (27) Development matters
 - Four (4) Litigation matters

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- Three (3) Comprehensive Plan matters
- Five (5) Competitive solicitations/procurement matters
- Four (4) Business Tax Receipt matters

- Counseled:
 - Town Manager in personnel matters
 - Council Members in election and ethics matters
 - Regarding public records requests

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

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth V. Lenihan". The signature is written in a cursive style with a clear, legible font.

Elizabeth V. Lenihan