

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

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CITY COUNTY AND LOCAL GOVERNMENT ATTORNEY

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Tanya M. Earley  
Daniel Harrell, Of Counsel

July 31, 2024

***VIA ELECTRONIC MAIL ONLY***

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

RE: Quarterly Report 2023-2024 Q3

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 420 hours of legal work to the Town, generally comprised of the activities below.

- Attended:
  - 10 Town Council meetings
  - 1 Advisory Board meetings
  - 4 Code Enforcement Special Magistrate Hearings
  - 11 meetings with Council Members, staff, and residents
- Drafted/Reviewed for legal sufficiency, approximately:
  - 26 Resolutions
  - 10 Ordinances
  - 66 Agenda Items/Supplemental staff reports
  - 21 Contracts
  - 31 Code Enforcement cases (including lien searches and releases)
  - 8 Development matters (including pre-application matters)
  - 4 Competitive solicitation/procurement matters
  - 5 Easements
  - 7 Policies

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- Counseled regarding:
  - Ethics matters, personnel matters, social media, public records requests, permits, website content, special events, cease and desist demand, reconsideration procedures, contempt of court, quasi-judicial proceedings, Inspector General matters, gifts, and role of Council/Manager

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

Sincerely,

A handwritten signature in blue ink, reading "Glen J. Torcivia". The signature is fluid and cursive, with the first name "Glen" and last name "Torcivia" clearly legible.

Glen J. Torcivia