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Ruth A. Holmes
Ben Saver
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April 12, 2024

VIA ELECTRONIC MAIL ONLY

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

RE: Quarterly Report 2023-2024 Q2

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

- Attended:
 - 4 Town Council meetings
 - 5 Code Enforcement Special Magistrate Hearings
 - 20 meetings with Council Members, staff, and residents

- Drafted/Reviewed for legal sufficiency, approximately:
 - 20 Resolutions
 - 10 Ordinances
 - 18 Agenda Items/Supplemental staff reports
 - 18 Contracts
 - 7 Code Enforcement cases
 - 15 Development matters
 - 1 Litigation matter
 - 3 Comprehensive Plan matters
 - 7 Competitive solicitation/procurement matters
 - 4 Election matters

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- 7 Easements
- 4 Policies

- Counseled:
 - Town Manager in personnel matters and legal notices
 - Council Members in Form 6, election, rules of procedure, social media, signs, easements, reimbursement of attorney's fees, and ethics matters
 - Town Manager and staff regarding public records requests
 - Staff for Special Magistrate case presentations and testimony

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 that reads "Glen J. Torcivia". The signature is written in a cursive style with a large initial "G" and "T".

Glen J. Torcivia