



# Town of Loxahatchee Groves

155 F Road • Loxahatchee Groves, Florida 33470 • (561) 793-2418 [www.loxahatcheegrovesfl.gov](http://www.loxahatcheegrovesfl.gov)

**Date:** March 17, 2020  
**From:** Jamie Titcomb, Town Manager  
**To:** Residents, Applicants, Vendors & local government partners  
**RE:** "COVID-19" LOCAL EMERGENCY MEMO - #1

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At the workshop/special meeting held Monday, March 16<sup>th</sup>, the Loxahatchee Groves Town Council (5/0) passed "**Resolution No. 2020-04**" (inserted title below) authorizing the Town Manager to determine non-essential meetings and services, preempting certain policies of the town in order to facilitate operational protocols for the purpose of efficient and immediate response in emergency management, intergovernmental facilitation, critical protections and other interests of safety, health and welfare of the town and its residents.

"A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, PROVIDING THAT THE TOWN MANAGER MAY DECLARE A LOCAL STATE OF EMERGENCY AS NEEDED AND RELATED TO IMPACTS OF THE COVID-19 PANDEMIC, AS REFERRED TO IN COUNTY, STATE AND NATIONAL HEALTH EMERGENCY DECLARATION ORDERS; THE TOWN COUNCIL FURTHER PROVIDES THAT THE TOWN MANAGER HAS THE AUTHORITY TO SUSPEND, CANCEL OR RESCHEDULE OTHER NON-ESSENTIAL PUBLIC MEETINGS, LIMIT PUBLIC ACCESS TO TOWN FACILITIES AND SERVICES, PROVIDE FOR EMPLOYMENT MATTERS INCLUDING BUT NOT LIMITED TO FLEXIBLE SCHEDULING AND ALTERNATIVE STAFFING MODELS TO SERVE THE TOWN'S NEEDS; INCLUDING CANCELLING OUTSIDE EVENTS AND ACTIVITIES AND OTHER RELATED PURPOSES FOR EFFICIENT AND SAFE OPERATIONS FOR THE TOWN BUSINESS; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE."

The general public may be temporarily inconvenienced by specific limitations implemented on town services, operations and facilities access. Typical protocol and communications may be suspended to allow greatest flexibility for custom services as current conditions warrant. Essential personnel on call include the Town Manager, Assistant Town Manager, Town Clerk, Public Works Director with other staff members as assigned. PBSO (Sheriff) and PBFR (Fire-Rescue) will continue to operate under the protocols of their respective agencies.

Do to communicable and rapid transmission potential of COVID-19 virus, the subject of the current pandemic, we are cancelling all non-essential group meetings, and advisory boards through the end of March and early April. At the next Town Council meeting April 7<sup>th</sup>, we will revisit the status of meetings and limited town access in conjunction with emergency declarations in place at the county, state and national levels at that time. Once determination is made for the April cycle of planned meetings and events it will be and communicated at that time. All vendor, contract and PZ&B application/pre-con meetings with staff and town officials will be by appointment only until further notice, perhaps held through digital or telephonic means instead of in person.

We apologize for any inconveniences these actions may cause and we appreciate your cooperation.



James Titcomb  
Town Manager