



# Town of Loxahatchee Groves

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

**Date:** March 23, 2020  
**From:** Jamie Titcomb, Town Manager  
**To:** Residents, Applicants, Vendors & local government partners  
**RE:** "COVID-19" LOCAL EMERGENCY MEMO - #2

---

Town Council **Resolution No. 2020-04** (03-16-20) authorized the Town Manager to determine non-essential meetings, services and preempt town policies in order to modify essential operations for effective response in emergency management, intergovernmental cooperation and protections for the safety, health and welfare of town residents and staff during the current COVID-19 crisis.

While the public is temporarily inconvenienced by limited town services, operations and facility access, we are operating in conjunction with county and state officials as necessary to protect our residents and staff. Communications and protocol may be adjusted as conditions evolve. Essential personnel are working during normal business hours and remain on call as assigned. For emergencies call 911.

Due to the current COVID-19 pandemic, all group meetings, advisory boards and public access to town facilities are cancelled through mid-April. At the April 7<sup>th</sup> Town Council meeting, which may be modified to accommodate public meeting access exception rules set by the state, we will revisit measures in conjunction with county, state and national agency partners criteria. Until that time all vendor, contract and application meetings with staff and town officials can be made by appointment only and will likely to be held via digital-telephonic means to reduce risk to all participants.

For latest information on COVID-19 pandemic, issues, data and protocols visit these links:

- <http://discover.pbcgov.org/coronavirus/Pages/default.aspx>
- <https://floridahealthcovid19.gov/>

We apologize for any inconvenience limited town access/services may cause our residents, we appreciate your understanding and cooperation.

  
James Titcomb  
Town Manager