



Town of Loxahatchee Groves

155 F Road • Loxahatchee Groves, Florida 33470 • (561) 793-2418 www.loxahatcheegrovesfl.gov

Date: March 26, 2020
From: Jamie Titcomb, Town Manager
To: Residents, Applicants, Vendors & local government partners
RE: "COVID-19" LOCAL EMERGENCY MEMO - #3

Resolution 2020-04 authorized the Town Manager to preempt town policies and modify operations for effective response in emergency management, intergovernmental cooperation and protections for safety, health and welfare of the town during the COVID-19 emergency. Thus, limited town services, operations and facilities access protocols are in place in cooperation with county/state emergency declarations to protect our residents and staff.


Due to the COVID-19 pandemic emergency declarations in place:

- All group meetings and advisory boards remain cancelled (currently) through mid-April.
- The April 7th Town Council meeting may be significantly modified to accommodate special public meeting access via technology and social distancing rules set forth by the state.
- All vendor, contract and resident meetings requested for staff and town officials can be made by appointment only. Meetings will be held via digital-telephonic means to reduce risk to all participants. Best methodology is to email the requested party for confirmation.
- Town business is currently running on reduced staffing capabilities during the current COVID-19 emergency declarations in place; with some staff members working remotely due to "higher risk" category protocols.
- Every effort is being made to facilitate reasonable turn-around for town services and resolution of issues as arise. Contacting direct service providers, staff and links found on the town website, in writing or by email will keep your request documented and in the cue.

For latest information on COVID-19, issues and protocols visit the town website or:

- <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