

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



MEMO

TO: TOWN COUNCIL

FROM: VALERIE OAKES, CMC, TOWN CLERK

THROUGH: FRANCINE L. RAMAGLIA, CPA, AICP, ICMA-CM, TOWN MANAGER

DATE: TUESDAY, FEBRUARY 04, 2025

SUBJECT: QUARTERLY REPORT – (OCTOBER 2024 – DECEMBER 2024)

As we conclude the October 2024 – December 2024 quarter and year, the Town Clerk's Office takes this opportunity to reflect on progress, accomplishments, and future goals/objectives ahead in the New Year. A primary focus this quarter was resolving the backlog concerning the Town Council meeting minutes for the year 2024. To effectively address this challenge, we have moved forward with producing them internally, ensuring accurate and complete meeting minutes.

To achieve operational efficiency, we have revised all meeting templates within the Municode Agenda Software. These enhancements are designed to streamline our agenda preparation process, enabling us to manage meetings more effectively and efficiently.

Another significant initiative involves the management of the Town's website. We have prioritized making the website more user-friendly and visually appealing. Updates have been implemented to the calendar and various webpages, enhancing accessibility and transparency for residents seeking information about Town operations and events. By improving our online presence, we aim to foster better communication with the public and ensure that vital information is readily accessible. The Office of the Town Clerk has made immediate updates to the Town Clerk's webpage, providing needed information on the election qualification period and what to expect throughout the entire election cycle from November 2024 through March 11, 2025, the date of the General Municipal Election Day.

Also, this quarter, the Town Clerk's Office efficiently managed public records requests, receiving a total of 33 new requests and permanently closing 39 requests, including six carried over from the previous quarter (July - September). The average response time for processing public records requests was an impressive 4 days, showcasing our commitment to transparency and timely service delivery. By the end of the quarter, the Town Clerk's Office received 153 year-to-date public

records requests. This reflects our ongoing dedication to maintaining transparency and addressing the needs of our community promptly and effectively.

We are enthusiastic about the official implementation of Laserfiche, which will serve as our document management and retention system. This technology will facilitate the efficient storage and retrieval of Town documents, further enhancing our office's operational effectiveness. Investing in this system will significantly improve our ability to manage records and respond promptly to public records requests.

As we enter the New Year, our attention is directed toward the March 11, 2025, General Municipal Election, in addition to post-election routine items like ballot certification, swearings-in, and etc. The Town Clerk's Office is dedicated to facilitating a seamless electoral process and ensuring that all necessary resources and information are readily accessible to residents.

Priorities for the Upcoming Quarter:

- **The Election:** Prepare for the upcoming Tuesday, March 11, 2025, General Municipal Election.
- **The Website:** The town's website has been enhanced and continues to be enhanced to improve user-friendliness and accessibility, ensuring vital information is easily accessible to the public.
- **Records Management:** Implementation of Laserfiche as a document management and retention system to facilitate the efficient storage and retrieval of Town documents and improve the management of meeting transcriptions

Moreover, the Town Clerk's Office remains committed to enhancing our services, promoting transparency, and ensuring our operations are accessible to the public. As we advance into the next quarter and new year and prepare for the upcoming election, we extend our gratitude for the continued support from our community and staff. We look forward to achieving our collective objectives together.

Valerie Oakes, CMC
Town Clerk
Town of Loxahatchee Groves