

# 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, NOVEMBER 12, 2024**

**SUBJECT: QUARTERLY REPORT – JUNE TO SEPTEMBER**

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As we conclude this quarter, the Town Clerk's Office takes this opportunity to reflect on significant progress and accomplishments while preparing for the upcoming fiscal year. We are pleased to announce the recent hiring of a new Town Clerk Assistant, which will enhance our team's capacity to serve the community effectively. This addition is vital as we navigate the demands of our responsibilities and strive to optimize our operations.

A primary focus this quarter has been the resolution of the backlog concerning Town Council meeting transcriptions for the year 2024. To effectively address this challenge, we have engaged the services of City Clerk Associates, who will assist in the accurate documentation and transcription of all meeting minutes. Their expertise will ensure that our records are both timely and precise, reinforcing our commitment to transparency and accountability in municipal governance.

As we enter the next fiscal year, our attention is directed toward the forthcoming election period, which is set to commence in November. The Town Clerk's Office is dedicated to facilitating a seamless electoral process, ensuring that all necessary resources and information are readily accessible to residents. Our team is actively preparing for this significant event, reaffirming our mission to uphold the integrity and transparency of the electoral process.

### **Priorities for the Upcoming Quarter:**

- **The Election:** Preparation for the upcoming election period in November, ensuring that all resources and information are available for residents.
- **The Website:** Enhancement of the Town's website 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.

In addition, we have successfully uploaded all backlogged Town Council meeting minutes from 2023. Many of these minutes required revisions for completeness or had to be re-uploaded due to missing critical information. This effort underscores our dedication to maintaining accurate public records, ensuring that our community has access to essential information regarding Council proceedings.

In pursuit of operational efficiency, we have undertaken the revision of 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.

Furthermore, the Town Clerk has assumed event coordination responsibilities for Florida Government Week, ensuring the effective organization and execution of this important initiative. Additionally, we have produced the Legislative Calendar and compiled a consolidated list of annual agenda items, encompassing ordinances, proclamations, resolutions, contracts, and more. These efforts will enhance our planning and communication, facilitating a clearer understanding of upcoming legislative priorities for both the Town Council and the public.

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.

Looking ahead, we are enthusiastic about the 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. We believe that investing in this system will significantly improve our ability to manage records and respond promptly to public records requests.

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

**Valerie Oakes, CMC**  
**Town Clerk**  
**Town of Loxahatchee Groves**