

QUARTERLY REPORT

OFFICE OF THE TOWN CLERK

JANUARY 01, 2025 - MARCH 31, 2025

The Office of the Town Clerk has remained focused during this reporting period on enhancing municipal transparency, addressing operational backlogs, improving public accessibility to records, and fostering community and intergovernmental engagement. Several key initiatives were undertaken to support the Town Council, Town staff, advisory boards and committees, and the residents of Loxahatchee Groves.

One of the major priorities during the January to March 2025 period has been the completion of backlogged meeting minutes. These minutes, dating from March to August 2024, represent a critical component of the Town's official record. To support the timely documentation and approval of these records, the Clerk's Office hired a temporary minutes transcriptionist to assist with transcription services of backlogged meeting minutes. This service allowed the Town Clerk staff to prioritize other projects while ensuring that the backlog was completed with accuracy and attention to detail.

Significant strides were made in public accessibility and awareness through the development and launch of a new informational webpage under the Town Clerk section of the Town's website. This updated feature includes a comprehensive list of proclamations approved by the Town Council, now directly linked to the Town's online calendar. This enhancement allows residents to stay informed about ceremonial recognitions, observances, and important Town dates in real time.

On the records management front, the Clerk's Office advanced its efforts by nearing completion of contract negotiations for the implementation of Laserfiche Records Management Services. This modern digital solution will serve as the Town's primary system for document storage and retention, significantly enhancing efficiency, internal workflows, and compliance with Florida's public records retention requirements.

Operational support and coordination also remained central to our mission. The Clerk's Office worked closely with staff to establish a tentative meeting schedule for all active advisory committees, including the Agritourism Committee, Finance Advisory and Audit Committee (FAAC), Unified Land



Development Code Committee (ULDC), Roadways, Equestrian Trails and Greenway Advisory Committee (RETAGC), and the Planning and Zoning Board. The purpose of updating these board schedules was to allow for proper planning by board members and staff for agenda items, ensuring that meetings are properly advertised according to the meeting noticing requirements. Additionally, an updated and accurate Committee Roster was completed to support public transparency and internal tracking.

In the realm of intergovernmental collaboration, the Office was honored to assist in hosting a federal appropriations workshop in partnership with Congresswoman Sheila Cherfilus-McCormick's office. The Congresswoman's Appropriations Clinic for the Western Communities offered crucial guidance to municipalities and nonprofits regarding access to federal funding streams. This initiative not only strengthened legislative outreach but further positioned the Town as an engaged partner in local appropriations requests.

Additional activities performed by the Office of the Town Clerk during this quarter include:

- Attendance and preparation for 3 Town Council Meetings
- Participation in 10 Hearings, Board, or Committee Meetings
- Drafted and produced 5 official proclamations
- Issued 13 public notices regarding meeting advertisements and potential quorums of elected officials or events
- Completed 38 lien searches
- Processed 22 advisory board and committee applications, including:
 - Residency verification
 - Review of committee-specific requirements
- Audited 25 Code of Ethics Training Acknowledgement Forms from advisory board and committee members, as well as staff, in partnership with the Palm Beach County Ethics Commission Office

The Office of the Town Clerk administered the March 2025 Municipal Election for Council Seats 2 and 4 in addition to a Charter Amendment Referendum Question. A total of six candidates qualified, with three advancing to appear on the official Election Day ballot; the Charter Amendment Referendum Question passed with a majority of the electors of the Town of Loxahatchee Groves. The Clerk's Office coordinated extensively with the Palm Beach County Supervisor of Elections, ensured all public notices and deadlines were met, and facilitated a seamless election process. The Office of the Town Clerk staff also participated in several elections training sessions with other municipal clerks offered through the Palm Beach County Supervisor of Elections Office.



The Town Clerk also set up and communicated with the poll working staff, holding several meetings both at Town Hall and at the voting location precinct. The poll worker team included a Precinct Clerk, Assistant Clerk, Voting System Technician, Inspector, and Precinct Deputy, all of whom were instrumental in executing a successful and orderly election.

Finally, the Office continued to uphold its commitment to transparency and accessibility by processing 46 public records requests this quarter. The majority of these requests were fulfilled within a two-week timeframe, demonstrating our dedication to timely and professional service.

As we move into the next quarter, the Clerk's Office remains steadfast in its commitment to excellence. Priorities include finalizing and recommending approval of the Laserfiche contract and completing the remaining backlog of meeting minutes. The Office of the Town Clerk will continue to support the Town Council, empower advisory committees, and ensure open, effective communication with our residents.

Valerie Oakes, CMC

Town Clerk

Office of the Town Clerk

