

Town of Loxahatchee Groves

Quarterly Human Resources Activity Report

Reporting Period: January 1 – March 31, 2025

Prepared by: Town Manager's Office / HR Coordinator

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I. Overview

This quarterly HR report summarizes personnel actions, recruitment efforts, training and development, employee benefits, and policy updates. The information reflects activity from October 1, 2024 to March 31, 2025. Temp/part time positions filled to compensate for vacant positions and increased workloads. Additional budget positions in code are moving from part time to full time depending on budget amendment and additional temp to FT permit tech (which is funded by building permit revenues) also depends on budget amendment. The employment letters for each of these positions state that they are dependent on budget amendment as well as inclusion in the upcoming budget for FY 26.

II. Staffing Snapshot

Category	Adopted FY25 Budget	As of Dec 31, 2024	As of Mar 31, 2025* (April 18 th)	Change
Full-Time Employees	20	18	21	+1
Part-Time / Temp Employees	6	8	9	+1
Vacant Positions	2	2	-1	-3
Contracted Positions	1	1	1	0

III. Recruitment & Hiring Activity

Position	Status	Posting Date	Hire Date	Notes
Public Works Operator II	Filled	10/01/2024	10/31/2024	Promoted from within
Event Coordinator	Filled (Temp)	N/A	October	Brought on to coordinate VA parade and other events
Temporary Clerk/Project assistance	Filled (Temp)	N/A	12/17/2024	Rehired event planner from earlier in year
Public Service Worker II	Filled	Ongoing	1/13/2025	

General Service Worker	Filled	Ongoing	1/7/2025	
Temporary Public Works help	Filled (Temp)	N/A	1/21/2025	Hired as part time scanner position – moved to Pubic Works
Administrative Assistant	In Process	03/15/2025	TBD	
Community Standards Manager	Filled	N/A	4/2/2025*	Pending direction based on upcoming budget
Planning/Permit Technician	Filled	3/15/2025	4/3/2025*	Promoted temporary position to full time
Temporary Clerk Assistance	Filled (Temp)	N/A	4/3/2025*	Minutes
Code Officer	Filled	3/15/2025	5/6/2025*	Full time Code officer

*See note above with respect to budget amendment required and direction/inclusion in FY 26 budget

IV. Training & Development

Training Topic	Date	Participants	Provider	Notes
Wellness Bingo/ HR Manual overview	10/23.2024	All Employees	Gehring Group/Internal Document	
Stress Less Campaign/ Holiday Luncheon	December	All Employees	Gehring Group	
Open Enrollment	12/4/2024	All Employees	Gehering Group	Insurance Presentation
Sexual Harassment Prevention	12/16/2025	Public Works	League of Cities Webinar	
Surveillance Awareness	1/16/25	All Employees	Online FEMA training	
Effective Communication in Emergencies	2/20/2025		Online FEMA training	Heart Health information from Gehring Group as well
Tractor Safety	2/13/2025	Public Works	FLC	
Fleet Safety	03/13/2025	Pubic Works	FLC	
Active Shooter Awareness	3/20/2025	All Employee	Online FEMA Training	

V. Employee Benefits & Administration

- Open Enrollment: Completed December 12th, 2024 – all eligible employees enrolled. No changes to provider.
- Workers' Comp: 0 reportable incidents this quarter.
- Health Insurance Participation Rate: 100% of full-time staff enrolled (except Town Manager for whom insurance is not funded).

VI. Performance & Compliance

Activity	Q1 / Q2 Update
Annual Evaluations	100% completed by March 31
Disciplinary Actions	0 formal actions taken

VII. Projects in Progress (Q3 Outlook)

- onboarding of 3 new employees
- Continued advertising for Executive Assistant/Legal Secretary
- Setting up one on one meetings with each employee for mid-year check in
- Potential upcoming trainings this quarter: Storm Prep and Hurricane Response and Stop the Bleed from Florida League of Cities

VIII. Summary

The first two quarters focused on hiring stabilization and staff trainings.