

# TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



## AGENDA MEMO

**TO:** Town Council of Town of Loxahatchee Groves

**FROM:** Valerie Oakes, Town Clerk

**VIA:** Francine Ramaglia, Town Manager

**DATE:** August 6, 2024

**SUBJECT:** Quarterly Report – April to June 2024

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Lien Searches: There were 31 lien searches that generated a revenue of \$806.00.

Meeting Attendance: (1) Florida League of Cities District II & III Meeting; (1) Palm Beach County League of Cities; PBCLoC Form 1 Training; (1) Palm Beach County Municipal Clerks Association Meeting; and (8) Town Council Meetings.

Official Records: (8) Agenda Packets; (8) Agreements/Contracts; (8) Legal Advertisements; (4) Minutes; (5) Ordinances; and (32) Resolutions.

Public Records Requests: (43)

### Projects:

- ✓ Priority 1. Municode Agenda Management Program – Ongoing. A directive from the Town Manager and goal of the Town Clerk's office was to implement appropriate deadlines in order to publish the agenda packet on time. We have had success with producing the packets on time and continue to work with staff and outside agencies to meet the deadline established by the Town Council by providing task lists and reminders; the weekly staff meetings have been productive and necessary to discuss the upcoming agenda items and projects. The Office continues to work on the backend and will have the templates updated and process corrected in the near future to streamline the internal workflow.
- ✓ Priority 2. Next Request Program (Public Records Request) – The program and established workflow have been implemented and fully functional. All public records are up-to-date in the system. Public Records Request Policy will be forthcoming on a future agenda.

- ✓ Priority 3. Records Management (as it relates to scanning, destruction, re-organization of electronic files on Town Docs, etc.) – Ongoing. Began to reconcile the Ordinances from 2016 through 2023.

Other Items: Booked FLC conference for Town Council, circulated Ethics requirements to the Town Council/Board & Committee Members, and conducted the day-to-day operations for the Office of the Town Clerk.