

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



AGENDA MEMO

TO: Town Council of Town of Loxahatchee Groves

FROM: Valerie Oakes, Acting Town Clerk

VIA: Francine Ramaglia, Town Manager

DATE: May 7, 2024

SUBJECT: Quarterly Report – January to March 2024

Since the resignation of the previous Town Clerk, during this quarterly period, we have accessed the programs, workflows and status of current items within the Office of the Town Clerk. While the Municode Agenda Management program and the NextRequest program were implemented, the functionality tailored to meet the Town's internal process were not established. We have had a brief orientation on these programs, however, these systems require the SOPs, workflow management and training. At the direction of the Town Manager, the Office will oversee the processing of lien searches; there were 31 lien searches that generated a revenue of \$806.00.

We have identified the order of priorities of the projects as follow:

- ✓ Priority 1. Municode Agenda Management Program
- ✓ Priority 2. Next Request Program (Public Records Request)
- ✓ Priority 3. Records Management (as it relates to scanning, destruction, re-organization of electronic files on Town Docs, etc.)

Furthermore, during this period, the Office has worked on the completion of 42 sets of outstanding minutes of various boards/committees; responded to records requests; reviewed and executed outstanding resolutions, contracts, easements and other documents; assisted with the preparation and publication of the agenda packets and its contents; attended the Town Council meetings; completed the 2024 Boundary and Annexation Survey; submitted the Financial Disclosures Filers to the Florida Commission on Ethics for the Town Council, District, Staff and Board members; and conducted the day-to-day operations for the Office of the Town Clerk.