

**TOWN OF LOXAHATCHEE GROVES**

**RESOLUTION NO. 2025-63**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, APPROVING THE TOWN CLERK'S OFFICE POLICY AND PROCEDURES FOR PUBLIC RECORDS REQUESTS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Loxahatchee Groves (“Town”) recognizes the importance of public access to records and the constitutional and statutory rights afforded under Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes (the “Public Records Law”); and

**WHEREAS**, the Town Council finds it necessary and in the best interests of the Town to adopt a uniform policy and procedure for responding to public records requests in accordance with the Public Records Law; and

**WHEREAS**, the Town Council of the Town of Loxahatchee Groves is in full support of Todd McLendon to be the Florida League of Cities voting delegate and believes he or she will be an excellent addition to the Florida League of Cities.

**WHEREAS**, the Town Clerk has prepared a written “Policy and Procedures for Public Records Requests” (the “Policy”) to provide guidance to Town staff, officials, and the public regarding the receipt, processing, and fulfillment of public records requests, as well as applicable fees and exemptions; and

**WHEREAS**, the Town Council has reviewed the Policy and desires to formally adopt it to ensure transparency, consistency, and compliance with Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AS FOLLOWS:**

**Section 1.** That the foregoing “WHEREAS” clauses are confirmed and ratified as being true and correct and are hereby made a specific part of this Resolution.

**Section 2.** The Town Council of the Town of Loxahatchee Groves approves and adopts the Town Clerk’s Office *Policy and Procedures for Public Records Requests*, as attached hereto as Exhibit “A.”

**Resolution No. 2025-63**

**Section 3.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**Section 4.** If any clause, section, other part, or application of this Resolution is held by any court of competent jurisdiction to be unconstitutional or invalid, in part or application, it shall not affect the validity of the remaining portions or applications of this Resolution.

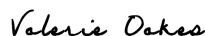
**Section 5.** This Resolution shall become effective immediately upon its passage and adoption.

Councilmember El-Ramey offered the foregoing resolution. Councilmember McLendon seconded the motion, and upon being put to a vote, the Resolution was hereby:

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THIS 5<sup>TH</sup> DAY OF AUGUST, 2025.**

**ATTEST:**

Signed by:

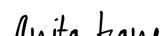


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Valerie Oakes, Town Clerk

**TOWN OF LOXAHATCHEE GROVES, FLORIDA**

Signed by:



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Voted: Aye

Mayor Anita Kane, Seat 3

Signed by:



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Voted: Aye

Vice Mayor Margaret Herzog, Seat 5

Signed by:



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Voted: Aye

Councilmember Todd McLendon, Seat 1

Signed by:



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Voted: Aye

Councilmember Lisa El-Ramey, Seat 2

Signed by:



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Voted: Aye

Councilmember Paul Coleman II, Seat 4