



155 F Road Loxahatchee Groves, FL 33470

TO: Town Council

FROM: Francine Ramaglia, Town Manager

DATE: June 3, 2025

SUBJECT: Discussion on the Production of Records

Background:

There has been an influx of requests, both internally and externally. Staff is requesting Town Council direction on implementing a policy that would include, but not be limited to, the handling of Councilmember requests.

Things to consider:

1. Are councilmembers to pay for their request when a cost is associated? Cost(s) associated may include engaging consultants for records and/or staff time.
2. If one councilmember requests records, do all of the council-members receive a copy?
3. How do we avoid potential Sunshine Law violations?
4. The handling of Code Enforcement files as it relates to a Charter provision.
5. Establishing a protocol for requesting records/information. Example: Email the Town Clerk and copy the Town Manager.

More information to follow.

Recommendations: Council discussion and staff direction.