

# **City of Quincy**

City Hall

404 West Jefferson Street

Quincy, FL 32351

[www.myquincy.net](http://www.myquincy.net)



## **Meeting Agenda**

**Tuesday, January 8, 2013**

**6:00 PM**

**City Hall Commission Chambers**

## **City Commission**

**Angela Sapp, Mayor (Commissioner District Two)**

**Keith Dowdell, Mayor Pro-Tem (Commissioner District One)**

**Derrick Elias (Commissioner District Three)**

**Andy Gay (Commissioner District Four)**

**Larry Edwards (Commissioner District Five)**

**AGENDA FOR THE REGULAR MEETING OF  
THE CITY COMMISSION OF  
QUINCY, FLORIDA  
Tuesday  
January 8, 2013  
6:00 PM  
CITY HALL CHAMBERS**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Roll Call**

**Agenda Approval**

**Approval of Minutes**

1. Approval of Minutes of the December 11, 2012 Regular Meeting  
(Sylvia Hicks, City Clerk)
2. Approval of Minutes of the December 24, 2012 Special Meeting  
(Sylvia Hicks, City Clerk)

**Public Hearings, Ordinances, Resolutions and Proclamations**

3. Resolution No. 1294-2012 - A Resolution Appointing the City Manager

**Presentation(s)**

**Citizen(s) to be Heard (3 Minute Limit)**

**Consent Agenda**

**Discussion(s)**

4. Utility Bill Round-Up  
(Jack L. McLean Jr., City Manager; Ann Sherman, Customer Service Director)
5. \*Small Vendor Payment  
(Jack L. McLean Jr., City Manager)

**Report(s)/ Information**

6. Report - Public Records Request Policy and Fee Table  
(Jack L. McLean Jr., City Manager; Lauren Wright, Human Resource Director)

**City Manager's Report(s)**

**City Attorney's Report(s)**

**Commissioners' Reports**

**Other**

**Adjournment**

\*Item Not in Agenda Book

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

REGULAR MEETING  
DECEMBER 11, 2012  
6:00 P.M.

The Quincy City Commission met in regular session Tuesday, December 11, 2012, with Mayor Commissioner Sapp presiding and the following present:

Commissioner Keith A. Dowdell (Tardy)  
Commissioner Larry D. Edwards (Absent)  
Commissioner Gerald A. Gay, III  
Commissioner Derrick D. Elias

Also Present:

City Manager Jack L. McLean Jr.  
City Attorney Larry K. White  
City Clerk Sylvia Hicks  
Police Chief Walt McNeil  
Finance Director Theresa Moore  
Customer Service Director Ann Sherman  
Utilities Director Mike Wade  
Information Technology Director John Thomas  
Planning Director Bernard Piawah  
Recreation Director Greg Taylor  
Public Works Director Willie Earl Banks, Sr.  
Account Control Analyst Catherine Robinson  
CRA Director Charles Hayes  
Executive Assistant to City Manager Cynthia Shingles  
Human Resources Specialist Bessie Evans  
Sergeant At Arms Assistant Chief Glenn Sapp

**Call to Order:**

Mayor Commissioner Sapp called the meeting to order, followed by invocation and the Pledge of Allegiance.

Commissioner Gay made a motion to excuse Commissioner Edwards. Commissioner Elias seconded the motion. The ayes were unanimous.

**Approval of Agenda**

Commissioner Gay made a motion to approve the agenda. Commissioner Elias seconded the motion. The ayes were unanimous.

### **Approval of Minutes:**

Commissioner Gay made a motion to approve the minutes of the November 13, 2012 regular meeting minutes with corrections if necessary. Commissioner Elias seconded the motion. The ayes were unanimous.

Commissioner Gay made a motion to approve the minutes of the November 27, 2012 regular meeting minutes with corrections if necessary. Commissioner Elias seconded the motion. The ayes were unanimous.

Commissioner Gay made a motion to approve the minutes of the November 28, 2012 special meeting minutes with corrections if necessary. Commissioner Elias seconded the motion. Commissioner Gay requested that the questions he raised during the special meeting be added to the minutes. The ayes were unanimous.

### **Public Hearings, Ordinances, Resolutions, and Proclamations:**

#### **Presentation(s):**

Mayor Sapp presented a plaque to the 2012 East Gadsden High School Football Team and Coach Fuller. Commissioner Gay stated that he appreciates the job he is doing with the young men and in the community. Coach Fuller and his players have been back to back district champions. Coach Fuller asked everyone to continue to support our children.

#### **Commissioner Dowdell entered the meeting (6:26pm)**

#### **Citizens to be Heard:**

Vivian Howard of 805 South Virginia Street came before the Commission regarding public records request. She stated that she is disappointed with the request, it took 35 days to receive it and it is not what she requested. She stated she received a call and her bill was over \$400.00 for 152 pages and then later she got a call stating the bill had been reduced. She stated that she have a copy of the request that was made and stated she wanted certain items, not the name and address of the internet, cable and telephone customers. The Manager stated that we do not have a collection rate for the internet customers but we did provide Ms. Howard with a listing of the customers, last date paid and she could have determined the collection rate. Ms. Howard stated it appears that the City is always hiding something. Ms. Howard stated that she is asking for better customer service. Commissioner Gay asked if we are in line with what we charge for public records request with other municipalities. The Manager stated yes, and Chapter 119 allows us to charge for time. Mayor Sapp stated we need a policy on public records request. Commissioner Elias stated his concern is the length of time it took for the City to provide the request. We need to provide them with the information they are requesting and the cost needs to be reasonable. Mayor Sapp stated that we need to create a fee scale so that the individual making the request will not be blindsided by the cost.

Denise Hannah of 714 South 9<sup>th</sup> Street came before the Commission regarding a public records request. She stated that she made her request on October 29<sup>th</sup> and she was told that the information would cost \$57.71. Ms. Hannah stated that the request stated that we would pay for copies not paying for time. She stated we pay our utilities and taxes then you throw a twist in the mix to pay for time. The employees are already on the clock why do we have to double pay, what are you doing with the money. We need to be transparent. The Mayor reiterated that a fee scale should be developed and develop a policy.

**Consent Agenda:** None

**Discussion(s):**

*Restoration of the Police Station*

Chief McNeil requests the Commission approval to pursue a grant in the amount of \$350,000 from the State of Florida's Division of Historical Preservation to restore the Police Department Building. He stated he is working with Ms. Regina Davis, Executive Director of the Tallahassee Frenchtown Community Development Corporation to secure the grant funding. He also stated that the grand funding requires a 50% match, but the match may be any combination of in-kind services, volunteer labor, donated material and travel, plus cash on hand. Commissioner Elias asked the Chief if he budgeted anything in this year's budget and how much it would cost to fully restore the building. The Chief stated no he did not budget anything and he did not know exactly how much it would cost to fully restore the building, probably \$1.5 million. Commissioner Gay stated that he share in the vision of having a new Police Station and we should look to putting additional funding in next year's budget for funding the Police Station. He also thanked Ms. Davis for assisting us in pursuing the grant. City Manager McLean reported that he is proposing to restructure the 2002 or 2003 Bond Series to get up to \$400,000. Commissioner Dowdell asked the Manager to explain what he meant by restructuring the bond. The Manager stated he will bring back to the Commission a plan to refinance the bond. Mayor Sapp asked the Chief to explain Ms. Davis' role. He stated Ms. Davis is a consultant and will be paid \$500. Commissioner Gay made a motion to approve the request for the Police Department to pursue obtaining grant funding for the restoration of the Historic Post Office Building located at 121 East Jefferson Street. Commissioner Dowdell seconded the motion. The ayes were Commissioners Dowdell, Gay, and Sapp. Nay was Commissioner Elias. The motion carried.

*Utility Write-Offs*

Finance Director Theresa Moore brought a request to the Commission to write off utility accounts \$518,690 from 1977 to 1999 and \$827,736 from 2000 to 2006 for a grand total of \$1,346,426. Commissioner Gay stated this is good business sense. Commissioner Dowdell made a motion to approve the request for the write off of \$1,346,426. Commissioner Gay seconded the motion. The ayes were unanimous.

**Report(s) Information:***Big Bend Bus Shuttle Status Report*

Building and Planning Director Bernard Piawah stated that on November 1, 2012, Big Bend Transit, Inc. began implementing a new fare and schedule for the Quincy Bus Shuttle. He stated the Manager wanted to know the effect this change would have on the ridership. He stated that beginning November 1<sup>st</sup> the fare increased to \$2.50 per trip and the time of operation was changed to 8:30 a.m. to 2:30 p.m. Mr. Piawah stated that the City plans to embark on a promotion campaign to increase ridership and more data will be assessed before drawing any conclusion.

*The Manning of the New Fire Station*

The Manager stated that the new Fire Station opened in October with two firefighters and starting in January 2013, the station will be manned with three firefighters. He stated that Chief Smith is implementing a Volunteer Firefighter system to enhance and increase manpower. Stipends will be given to the volunteers on a quarterly basis who satisfy the requirements of standing shifts, attending training, attending meetings as well as callback to emergency calls.

**City Manager's Report**

City Manager McLean reported to the Commission that City Hall will be closed for the annual Christmas Party Thursday, December 13, 2012 from 12:00 until 3:00 p.m. and signs will be placed in the appropriate places.

City Manager McLean reported that cut-off has been moved from Thursday until Monday.

City Manager McLean reported that the Main Street Christmas Parade will be held on Friday, December 14, 2012.

**City Attorney's Report:**

City Attorney White reported that he filed documents against Kelly Jr. #2 regarding operating an illegal internet café business.

City Attorney White reported that the Eaton Trial will begin January 28, 2013.

**Commissioner's Concerns:**

Commissioner Elias stated that they received an e-mail from the City Manager regarding the leakage from the wells at the landfill and asked the Attorney if he had looked into the matter. City Attorney stated that he had not looked into the matter. The City Manager stated we have been in contact with the Department of Environmental

Protection for remedial action. Commissioner Elias asked could the private owner take action. The City Attorney replied yes.

Commissioner Gay asked did we repair the cell to the specifications and standards of DEP. The Manager stated yes. Commissioner Gay stated can we file for Sovereign Immunity.

Commissioner Elias stated that there is a ditch that is eroding at Ms. Joetta Young's property on Davis Street that needs attention.

Commissioner Elias stated that there have been several break-ins in the Sun Set area and asked the Chief to step-up patrol.

Commissioner Elias stated that the new utility bills did not have a due date on the portion to remit.

Commissioner Elias asked how we are going to write-off the past due utility bills and still collect on them. The Manager stated this is a bookkeeping issue.

Commissioner Elias asked the time of the Christmas Party. The Manager stated from 12:00 to 3:30.

Commissioner Elias asked if the Manager was planning on giving out Christmas bonuses. The Manager stated yes. Commissioner Elias asked what that would cost. The Manager stated approximately \$11,000 and that would include the taxes.

Commissioner Elias asked the Manager if he was planning on paying the small vendors. The Manager stated yes, but did not want to disrupt cash flow doing so. Commissioner Elias asked the Manager to agenda the Small Vendor issue for the 1<sup>st</sup> meeting in January.

Commissioner Gay asked the Manager if we had closed out the Department of Energy Grant. The Manager stated yes.

Commissioner Gay stated that he had received an e-mail from Dianna Thurman and no one had replied. The Manager stated he would send a reply.

Commissioner Gay stated the Manager needs to meet with the County Manager regarding the building inspection issue (contractors waiting for inspections and the inspector not coming out). The Manager stated he would give a report next month.

Commissioner Gay wished everyone a Merry Christmas.

Commissioner Gay stated he expects the City employees to be non-confrontational regarding citizens requesting public records. He thanked the mayor for bringing up the issue that we need some policy on public records requests. We need to know that we work for the citizens and for the betterment of the City.



Commissioner Dowdell asked if we have issued the RFP for the Auditing Services. The Manager stated we have completed, but have not put it out for bid. Commissioner Dowdell asked if it was illegal to hire an auditing firm on just the low bid. The Attorney stated there are several criteria for hiring a firm.

Commissioner Dowdell asked if the street sweeper was down. The Manager stated the sweeper needed a transmission.

Commissioner Dowdell asked why the street stripping stop. The Manager stated we have begun the restriping again.

Mayor Sapp thanked Public Works for cleaning up Key Street Park.

Mayor Sapp thanked the City for the removal of the tree on Station Street.

Mayor Sapp stated we have successfully implemented the new billing system thanks to Ms. Sherman, Mr. Thomas, Chief's McNeil and Assistant Chief Sapp for holding the district meetings in the Community. She also stated that she noticed Customer Service hosting open house and asked if it was successful. Ms. Sherman stated it was successful.

Mayor Sapp took a moment to thank the City employees for the hard work throughout the year.

Mayor Sapp reminded everyone that the 2<sup>nd</sup> meeting in December has been cancelled and we will meet again on January 8, 2013.

Mayor Sapp stated that we need to look at getting our own Building Inspector.

Mayor Sapp stated that Mrs. Julia Woodward passed on Sunday and the funeral services will be held on Thursday, December 13, 2012 at 11:00 a.m. at First Presbyterian Church. The Mayor asked for a moment of silence out of respect for the family.

A motion was made by Commissioner Gay to adjourn the meeting. Commissioner Dowdell seconded the motion. The meeting was adjourned.

APPROVED:

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Angela G. Sapp Mayor and Presiding  
Officer of the City Commission and of  
City of Quincy

ATTEST:

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Sylvia Hicks  
Clerk of the City of Quincy and  
Clerk of the City Commission thereof

CITY COMMISSION  
CITY HALL  
QUINCY, FLORIDA

SPECIAL MEETING  
DECEMBER 24, 2012  
1:30 P.M.

The Quincy City Commission met in Special Session Monday, December 24, 2012, with Mayor Commissioner Sapp presiding and the following were present:

Commissioner Keith A. Dowdell  
Commissioner Larry D. Edwards  
Commissioner Gerald A. Gay, III  
Commissioner Derrick D. Elias (Tardy)

Also Present:

City Manager Jack L. McLean Jr.  
City Attorney Larry K. White  
Finance Director Theresa Moore  
Acting as City Clerk Cynthia Shingles  
Jerry Ford, Ford and Associates  
Chris Roe, Bond Counsel, Bryant Miller Olive, P.A.

Mayor Commissioner Sapp called the meeting to order, followed by a prayer and the Pledge of Allegiance.

Commissioner Gay made a motion to excuse Commissioner Elias. Commissioner Dowdell seconded the motion. The ayes were unanimous.

Commissioner Edwards made a motion to appoint Cynthia Shingles as the Deputy City Clerk. Commissioner Gay seconded the motion. The ayes were unanimous.

Commissioner Elias entered the meeting at 1:35 p.m.

Mayor Sapp thanked the City Manager, Ms. Moore and their staff for working diligently within the last week for getting this bond ready to meet the deadline.

#### **RESOLUTION NO. 1292 - 2012**

**A RESOLUTION OF THE CITY OF QUINCY, FLORIDA AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$5,000,000 CAPITAL IMPROVEMENT REFUNDING REVENUE BONDS, SERIES 2012 TO REFINANCE THE ISSUER'S CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2002; PROVIDING FOR THE PAYMENT OF SUCH SERIES 2012 BOND FROM PLEDGED REVENUES; MAKING CERTAIN COVENANTS AND AGREEMENTS IN CONNECTION THEREWITH; AWARDED THE SALE OF THE SERIES 2012 BOND TO THE PURCHASER; PROVIDING FOR**

**SECURITY FOR THE HOLDERS OF SUCH SERIES 2012 BOND; APPROVING THE FORM OF A LOAN AGREEMENT AND AUTHORIZING THE EXECUTION AND DELIVERY THEREOF; APPOINTING A PAYING AGENT AND REGISTRAR; APPOINTING AN ESCROW AGENT; APPROVING THE FORM OF AN ESCROW DEPOSIT AGREEMENT AND AUTHORIZING THE EXECUTION THEREOF; PROVIDING CERTAIN OTHER COVENANTS AND AGREEMENTS IN CONNECTION THEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

At the public hearing, Mr. Jerry Ford of Ford and Associates explained the loan agreement and he stated that the bond issued in 2002 for \$6.5 million had an interest rate of 5.35% and the refinancing of the 2002 series bond amount is now \$4.5 million with an interest rate of 2.3%. Mr. Ford stated that by refinancing the 2002 series bond, the City will save \$100,000 per year and will save \$1.5 million over the life of the bond, which matures June 1, 2027.

Commissioner Gay made a motion to approve Resolution No. 1292-2012 authorizing the issuance of not to exceed \$5,000,000 Capital Improvement refunding revenue bond, series 2012 to refinance the issuer's Capital Improvement Revenue Bonds, series 2002. Commissioner Dowdell seconded the motion. The ayes were Commissioners Elias, Gay, Dowdell, Edwards and Sapp. Nays were none. Motion carried.

Commissioner Gay made a motion to adjourn the meeting. Commissioner Dowdell seconded the motion.

APPROVED:

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Angela G. Sapp Mayor and Presiding  
Officer of the City Commission and of  
City of Quincy, Florida

ATTEST:

\_\_\_\_\_  
Sylvia Hicks  
Clerk of the City of Quincy and  
Clerk of the City Commission thereof

# RESOLUTION NO. 1294-2013

## A RESOLUTION APPOINTING THE CITY MANAGER

WHEREAS, JACK LINDEN MCLEAN JR. was employed/appointed by the City Commission to the position of City Manager on November 1, 2008 for a contractual term of three years, ending October 31, 2011, pursuant Article III, Section 3.01 and 3.02 of the Charter.

WHEREAS, Section 3.01, Article III of the City Charter provides for the City Commission to confirm the hiring/appointment of a City Manager at its first regular meeting in January.

NOW THEREFORE, JACK LINDEN MCLEAN JR. is reappointed as City Manager of the City of Quincy.

ADOPTED in open session of the City Commission of the City of Quincy, Florida, on this 8<sup>th</sup> day of January 2013.

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Angela G. Sapp, Mayor and  
Presiding Officer of the City Commission  
of the City of Quincy, Florida

ATTEST:

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Sylvia Hicks  
Clerk of the City of Quincy and  
Clerk of the City Commission thereof

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: January 8, 2013

Date Submitted: January 3, 2013

To: Honorable Mayor and Members of the Commission

From: Jack McLean Jr., City Manager  
Ann Sherman, Director Customer Service

Subject: Utility Bill Round -Up Program

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**Statement of Issue:**

Staff is interested in implementing a new program referred to as "Round-Up" and revitalizing an old program "Project Help," both of which are geared to bring support to our citizens who are struggling to pay their utility bills. This new program will require a mini survey of our citizens.

**Status:**

The City of Quincy implemented a program in 2007 called "Project Help". This program was designed to help utility customers/families who have a financial need and are unable to pay their utility bill. We solicited the support of individuals, groups, organizations and businesses. As a result of this effort, contributions were made in the form of cash, checks and a monthly pledge which were added to the utility bills. Project Help has generated \$8,075.00 in revenue since its inception. These funds are administered by Capital Area Community Action Agency (CACAA) in addition to the City's contribution.

**Background:**

Staff believes there is still an ongoing need in this community to help families who truly have a need and as such, we took an action to research what others are doing to help needed families.

As we looked around the state to determine services/programs that other municipalities are offering, we found a program that is in place with several municipalities and independents called Round- up.

What is Round -Up? Round-Up is a program that rounds your utility bill to the nearest dollar. Example: If your bill is \$295.67, your bill would be rounded to \$296.00. The difference of \$.33 cents is the round-up amount that will be added to your utility bill and forwarded to Capital Area Community Action Agency (CACAA). Each application will be carefully screened and evaluated to ensure that these funds are distributed to those in need.

To participate in this program, the City has a survey in place that can be completed either by mail, over the phone or in the office. The only thing that is required is for you to decide your interest in participation.

All Round-Up dollars are tax deductible and will be transferred into a Round -Up account, making funds immediately available to help those citizens in Quincy who need it the most.

Staff conducted a round-up analysis based on billed amounts and the average utility bill from October 1, 2011 to September 30, 2012. Based on the analysis, the round-up program would have generated \$29,940.98.

**Options:**

1. Approve staff moving forward with Round-Up Implementation
2. Do not approve implementation

**Recommendation:**

- Option 1 based on survey results

**City of Quincy  
City Commission  
Agenda Request**

Date of Meeting: January 8, 2013

Date Submitted: January 4, 2013

To: Honorable Mayor and Members of the Commission

From: Jack L. McLean Jr., City Manager  
Lauren S. Wright, Human Resources Director and  
Risk Management

Subject: Report – Public Records Request Policy and Fee Table

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**Statement of Issue**

The City Commission requested to see a written fee schedule. Attached is the schedule and policy summarized below:

<u>Document Description</u>	<u>Fee per page</u>	<u>Per Certificate</u>	<u>Special Certificate</u>	<u>Hourly</u>
1. Certified copies of documents kept in the City Clerk's Office	\$ .50	\$5.00	\$10.00	
2. Un-Certified copies of documents kept in the City Clerk's Office (reproduction & transcription)	\$ .15	or \$2.00, whichever is greater.		
3. Fee for Certificates as to results of searches of the records and files of the City Clerk's Office.	\$5.00 for printed form	\$10.00 when using a specially prepared form		
4. Charge for preparing any record or certificate described in lines 1 thru 3 above.	\$25.00			
5. Photocopies of records described in lines 1 thru 3 above (see paragraph 10 in the attached Policy for detailed explanation).	\$ .15 per copy			
6. Staff charges the lowest salary of persons involved.				\$10.00 - \$11.76

**Analysis**

The new hourly charge would reduce cost to the public; for example, a recent public records request using the hourly cost of all personnel equaled \$210.12; under the new policy it would be \$99.18 (\$11.76 x 6.5 hrs.+ \$22.80/copies = \$99.18).

/Attachment



City of Quincy

**Number:**

**Date:** 12/12/2012

Section \_\_\_\_

## PUBLIC RECORDS POLICY

Under Chapter 119 of the Florida Statutes, the public is entitled to access to all public records except documents meeting any of the exemptions identified in the Florida Statutes. According to section 119.011 (1) of the Florida Statutes, a public record is defined as:

- All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance in connection with the transaction of official business by any agency.

### Procedures for Obtaining Records:

1. Public records requests may be made in writing or orally and directed to: the Clerk, City of Quincy at 404 West Jefferson Street, Quincy, Florida 32351. 850-618-0030, ext. 6679. All public records requests should be referred to the appropriate delegate or administrative supervisor. The delegate or administrative supervisor is responsible for appointing one or more persons to gather the requested documents and then either arranging a time for inspection of the documents or making copies available to the requestor. E-mail that does not fall within the definition of a public record should not be produced. E-mail which is a public record but contains exempt information should be produced but the exempt information must first be deleted or redacted. If in doubt as to whether an e-mail message is a public record or contains exempt information, the delegate or administrative supervisor should consult the guidelines and/or consult with the City Attorney's Office as necessary.
2. A request for access to public records must reasonably describe the record sought and be reasonably limited as to the subject matter and/or length of time represented by the record.
3. Request for access to, and inspection of, any public records may be made during the City Clerk Office's regular business hours (Monday - Friday, 8:30 a.m. – 5:00 p.m.) exclusive of legal holidays.
4. A request may be denied if the particular document is not on file with this Office or is exempted by state law from the definition of public record.
5. No request will be denied for any refusal to be identified or to state the purpose of the request. However, reasonable restrictions may be imposed on the manner of access to an original record if the record is irreplaceable or easily damaged.





## City of Quincy

6. For certified copies of any law, resolution, deed, bond, record, document or paper deposited or kept in the City Clerk's Office, Quincy, *as required by law, the cost is \$0.50 per page and \$5.00 per certificate, \$10.00 for special certificates.* FL. Stat. Chapter 119.
7. For uncertified copies of any law, resolution, deed, bond, record, document or paper deposited or kept in the City Clerk's Office, Quincy, *as required by law, the cost is the actual and necessary cost of reproduction and the actual and necessary cost of transcription (\$.15/page) or \$2.00, whichever is greater.* FL. Stat. Chapter 119.
8. The fee for certificates as to results of searches of the records and files of the *City Clerk's Office is \$5.00 when a printed form is used and \$10.00 when a specially prepared form is required.* FL Stat. Chapter 119.
9. *An additional \$25.00 will be charged for preparing any record or certificate described in sections 6 through 8 above in an expeditious manner.* FL. Stat. Chapter 119.
10. *For copies of records other than records described in sections 6 through 8 above, requesters may be charged \$.15/copy for photocopies, and may be charged the actual, necessary and direct costs of photographic or other reproduction. Requesters also may be charged the actual costs of mailing or shipping any requested copies or reproductions. If the actual, necessary and direct cost of locating records responsive to a request exceeds \$50.00, the requester also may be charged that location cost. Prepayment may be required if total costs of responding to a request exceed \$5.00.* FL. Stat. Chapter 119.
11. Per page cost and the labor cost associated with the lowest hourly rate of the person working on the document less the indirect cost. The staff will provide you, in advance, what the estimated cost shall be. However, the cost may vary dependent on the information forwarded, filed, located, sorted and assembled. The documents will be presented to you in a reasonable time, but less than thirty (30) calendar days.
12. Requests for information and historical data, and information on consumption and billing information on your personal account will not be deemed as a public records request.
13. The Clerk will make timely distribution of public records requests; and maintain a log with the date of request, fees collected, response date and person(s) responsible for replying to request.