



## Attention Public Records Requester

Please be assured your request will be addressed in the order in which it was received and will be produced within a reasonable amount of time. Should this request rise to the level of “extensive” the City will provide you with a written estimate, of which a deposit must be paid, prior to commencement.

Please be advised also that the statutory obligation of the custodian of public records is to provide access to, or copies of, public records in a reasonable period of time, under reasonable conditions, and under supervision by the custodian or the custodian's designee. However, Florida statutes do not require the custodian of records to provide information about the records produced or to create new records in response to a request.

Please be advised also that given the current situation related to COVID-19, should a mandated quarantine, or any other mandate occur that will affect staffing, there may be a delay in the City's response.

The City is happy to comply with your request, and if there is anything else we may help you with, please let us know.

Stay well!

Kind Regards,

City Clerk's Office