

Board of County Commissioners
Leon County, Florida

Policy No. 92 -11

Title: Citizen Inquiry Processing

Date Adopted: September 8, 1992

Effective Date: September 8, 1992

Reference: N/A

Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

1. Any citizens who have non-agendaed inquiries at regularly scheduled County Commission meetings will be directed to meet with a designated staff member immediately during the course of the meeting, which staff member will prepare the Citizen Inquiry Form, attached to this policy, to gain all the necessary information.
2. The matter will then be addressed by staff in the ensuing days, and the County Administrator shall report back to the Board of County Commissioners at the next regularly scheduled meeting as to the status of the inquiry.
3. If the inquiry is unable to be addressed or resolved by staff, an appropriate agenda item will be prepared by County Administration if a change in policy, procedures, or ordinances is required and recommended by staff in order to address the general subject matter of the inquiry.
4. This procedure will not be used if "appeal" mechanisms already exist to address the inquiry.

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Citizen Inquiry Processing

CITIZEN'S NAME: _____

ADDRESS: _____

SUBJECT PROPERTY LOCATION: _____

TELEPHONE #: _____

DATE OF INQUIRY: _____

REFERRAL FROM: _____

ASSIGNED BY COUNTY ADMINISTRATOR TO: _____

NATURE OF INQUIRY (Narrative): _____

*STAFF INQUIRY CODE (see below): _____

DATE OF STATUS REPORT BY COUNTY ADMINISTRATOR: _____

RESPONSE TO BOARD ON: _____

RESOLUTION OF INQUIRY (Narrative): _____

FORM PREPARED BY STAFF MEMBER: _____

FURTHER ACTION NEEDED (If Any): _____

- *Staff Inquiry Codes:
- 1. Final Development Order/Permitting Matter - GEM
 - 2. Final Development Order/Permitting Matter - Planning Department
 - 3. Public Works Matter
 - 4. Budget Matter
 - 5. County Administration Issue
 - 6. Personnel Issue
 - 7. County Attorney Issue