



May 22, 2019

City Clerk/Interim City Manager
Claxton City Hall
206 West Railroad Street
Claxton, GA 30417

Sent via e-mail on May 22, 2019

Dear Clerk:

Under the **Georgia Open Records Act § 50.18.70 et seq.**, I am requesting an opportunity to inspect copies of public records that relate to documents the City of Claxton should have in its possession per a 1994 contract executed between the City of Claxton and the Claxton-Evans Chamber of Commerce. Specifically, I would like:

1. The names of the persons who serve on the Claxton-Evans County Chamber of Commerce Economic Development Committee for the purposes of carrying out the duties of the contract signed on August 18, 1994, per Article V, Section 2 of the Chamber by-laws.
 - a. Please provide any and all names of persons who have served on this committee beginning January 1, 2009 and ending May 1, 2019 and include their term of service.
2. Any meeting minutes or emails that reflect official businesses conducted by the Economic Development Committee referenced in item 1, beginning January 1, 2014 and ending May 1, 2019.
3. The monthly report from the Chamber of Commerce detailing the economic development-related services provided as part of the contract executed on August 18, 1994.
 - a. Please include the time frame beginning January 1, 2009 and ending May 1, 2019.
4. The budget proposal from the Chamber for the use of city funds per Paragraph 2 of the 1994 contract for FY 2015, FY 2016, FY 2017, FY 2018, and FY 2019.
5. The monthly expenditure and disbursement reports reflecting money used as outlined in the budget proposals in item #4, per paragraph 2 of the 1994 contract.
 - a. Please include the time frame beginning August 1, 2014 and ending May 1, 2019.
6. The names of the persons who have served in the 2 positions of the minority membership on the Board of Directors (and their terms of service) per Paragraph 3 of the 1994 contract.
 - a. Please also provide any materials, programs, and initiatives that have promoted minority participation, per Paragraph 3 of the contract, beginning January 1, 2015 and ending May 1, 2019.
7. The monthly written report detailing activities of the chamber listing all contacts, plans for follow up, and other information as required by Exhibit A, #9 in 1994 contract between the City and the Chamber
 - a. Please include reports beginning January 1, 2014 and ending May 1, 2019.

If any of these documents are not in the possession of the City of Claxton at the time this request is filed, please indicate such.

If there are any fees for searching these records, please inform me if the cost will exceed \$25.00. However, I would like any documents available to be provided electronically to avoid copy costs, and in the event that they are not, I request the opportunity to review documents before copies are made.

The Georgia Open Records Act requires a response time within three business days. If access to the records I am requesting will take longer than three days, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption.

Thank you for considering my request.

Sincerely,

Jessica Szilagyi

770.265.1404