

RESOLUTION 2016-9

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF ST. LUCIE VILLAGE, FLORIDA, ESTABLISHING FEES IN RELATION TO PUBLIC RECORDS REQUESTS, INCLUDING SPECIAL SERVICE CHARGES.

WHEREAS, the Town of St. Lucie Village is a custodian of public records; and

WHEREAS, the laws of the State of Florida require that public information be open for inspection and copying; and

WHEREAS, until recently, the Town of St. Lucie Village has provided access and copies without an established policy or fee schedule; and,

WHEREAS, the Board of Aldermen of the Town of St. Lucie Village, Florida, has determined that, on occasion, providing for inspection or copying imposes on the public a cost that should be borne by the person requesting inspection or copying; and

WHEREAS, the Board of Aldermen of the Town of St. Lucie Village, Florida, desires to establish a policy in relation to fees and charges for inspection and copying of public records.

NOW, THEREFORE, be it resolved by the Board of Aldermen of the Town of St. Lucie Village, Florida as follows:

1. Generally, inspection of public records will be available without charge provided that the same can be accomplished during the course of the Clerk's ordinary schedule, accomplished within fifteen (15) minutes, and accomplished without supervisory assistance.
2. Generally, a request for a minimum number of copies, i.e., six (6) or less, shall be provided without cost.
3. Requests for copies which exceed six (6) pages, or consecutive requests totaling more than six (6) pages, shall be charged (for each page including the first 6) at the maximum per page charge permitted by law, which currently is fifteen cents (.15¢) per page for one-sided, legal size or smaller, twenty cents (.20¢) per page for two-sided, legal size or smaller; and, anything larger, or requests which must be sent out for duplication by a third party, will be charged at

the actual cost of the duplication. The charge for certifying a copy will be One Dollar (\$1.00) per copy.

4. All requests for inspection or copying of public records received by any elected or appointed official, or by any employee, of the Town of St. Lucie Village shall be timely (generally within one business day) forwarded to the Clerk for acknowledgment and/or response, except that the Village Attorney or Village Attorney's staff may respond directly to a request for documents which are in that office's possession, provided, however, that the request, response and any cost estimate by the Village Attorney or staff shall be reported to the Clerk and the Mayor.

5. Any request for inspection or copies which cannot be accomplished in conjunction with the Clerk's ordinary duties and visits to the Town Hall, which require taking records to and from an outside copying service, or which involves more than 15 minutes of the Clerk's time, shall be deemed a request for extraordinary services, and the requesting party shall bear the expense of providing the extraordinary services.

6. Similarly, if a request is made directly of the Village Attorney or the Village Attorney's staff, and the response requires more than 15 minutes of their time, such a request shall also be deemed a request for extraordinary services, and the requesting party shall bear the expense of providing the extraordinary services.

7. In the event that supervisory effort is required because of the nature or extent of the request, i.e., it is necessary to have the Building Official or Marshal go to the Town Hall outside of the scope of his/her ordinary duties or spend more than 15 minutes at the Town Hall to assist with locating the records requested or, in the judgment of the Mayor, have the City Attorney involved and assuring compliance with the request and the law, the same shall be deemed a request for extraordinary services, and the requesting party shall bear the expense of providing the extraordinary services.

8. The rates which the Clerk, Building Official, Marshal and Village Attorney and staff shall be paid, and which will, in turn be charged to the requesting party as set forth herein shall be:

Clerk	\$ 25.00 per hour
Building Official	\$ 25.00 per hour
Marshal	\$ 25.00 per hour
Village Attorney	\$100.00 per hour
Village Attorney staff	\$ 25.00 per hour

The time charged shall be measured to the nearest 1/10 of an hour and the hourly rate prorated accordingly. The Board of Aldermen may, from time to time, alter or supplement this schedule of charges by resolution.

9. Concerning any request that will require reimbursement from the requesting party, the Clerk, or the Village Attorney if appropriate, shall make and provide an estimate of charges, and obtain payment of that amount, prior to undertaking the work or copying; provided, however, that the final charges shall be adjusted (up or down), if necessary, to comport with the guidelines set forth herein.

10. That this Resolution shall take effect upon passage.

PASSED AND APPROVED by the Board of Aldermen of the Town of St.

Lucie Village on this 18th day of October, 2016.

APPROVED:
BOARD OF ALDERMEN OF THE TOWN OF
ST. LUCIE VILLAGE, FLORIDA

By: William G. Thiess
William G. Thiess, Mayor

ATTESTED:

By: Diane C. Orme
Diane C. Orme, Clerk

I, DIANE C. ORME, Clerk of the TOWN OF ST. LUCIE VILLAGE, FLORIDA, do hereby certify that this is a true and accurate copy of Resolution 2016-9 which was duly introduced, read and adopted at the regular meeting of the Board of Aldermen of the TOWN OF ST. LUCIE VILLAGE, FLORIDA, held this 18th day of October, 2016.

Diane C. Orme
DIANE C. ORME, CLERK