

**DAVIE POLICE DEPARTMENT
MEMORANDUM**

TO: Robert Rawls, Interim Town Administrator

THROUGH: Robert McDaniel, Interim Chief of Police

FROM: Captain John George, Support Service Division

DATE: 30 March 99

SUBJECT: Proposed Resolution - Revise Fee Schedule and Charges for Special Services

The Town of Davie has established a schedule of fees for the duplication of public records in conformance with Section 119 of the Florida State Statutes, entitled "Public Records Act". This resolution is to revise and update the fee schedule and charges for special services by amending Resolution R-96-236.

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AMENDING THE FEE SCHEDULE AND CHARGES FOR SPECIAL SERVICES FOR THE POLICE DEPARTMENT.

WHEREAS, the Davie Police Department wishes to amend Resolution R-96-236, wherein Town Council approved a fee schedule and charges for special services for the Police Department; and

WHEREAS, Senate Bill 940 provides that a fee may be charged for copies of certain public records and for certified copies; and

WHEREAS, Florida State Statute 119.07(b), provides, in addition to the fee charged for copies, that an agency may charge a special service charge if a public records request requires extensive use of information technology resources or extensive clerical or supervisory assistance by personnel and that an agency may charge for the cost incurred for such extensive use of information technology resources or by the labor cost of the personnel providing the service that is actually incurred and attributable to the agency clerical and supervisory assistance; and

WHEREAS, after review, the Police Department wishes to amend Resolution R-96-236, revising fee schedule and charges for special services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. That the Town Council of the Town of Davie hereby amends Resolution R-96-236, revising the Police Department fee schedule and charges for special services, attached hereto as "Exhibit A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 1999

MAYOR COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 1999

FEE SCHEDULE FOR COPIES OF PUBLIC RECORDS

The Town of Davie has established a schedule of fees for the duplication of public records in conformance with Section 119, Florida Statutes, entitled "Public Records Act". The actual cost for making copies and/or reproductions of active, inactive and/or archival public documents shall be collected consistent with Section 119, Florida Statutes. However, where the nature, or volume, of such records requires extensive use of information technology resources, clerical or supervisory assistance, or both, a special service charge, based upon the labor cost actually incurred in providing such copies shall be assessed in addition to the actual cost of document reproduction.

GENERAL INFORMATION

1. Prepayment is required prior to receiving photocopies. Checks must be made payable to the "Town of Davie" (do not send cash in the mail). Reproductions may be obtained by mail if the requester's invoice has been prepaid. Reports requested by mail must be submitted with a self addressed stamped envelope.

2. Requests for copies will be satisfied within a 24-72 hour period from the time the request is received. Large orders may be subject to delay because of other demands on staff and equipment time. (Self-service photocopying is not available).

3. Any questions regarding reproduction fees and requests for materials should be made to:

**TOWN OF DAVIE POLICE DEPARTMENT
RECORDS SECTION
1230 S. NOB HILL RD.
DAVIE, FLORIDA 33324
PHONE: 954-693-8200**

FEE SCHEDULE

Copies (8 1/2 x11 and 8 1/2 x14)

Singles sided copies per page----- .15

Double sided copies----- .20

Certified Documents per page-----\$1.00

Fingerprinting----- \$5.00 w/print card

Homicide and Traffic Homicide Reports----- \$25.00
(not including certified and/or photo fees)

Video or Audio Tape Duplication----- estimated from \$5.00 to \$15.00 each
(blank tapes must be provided)

Grid Search Request-----hourly labor charge plus copy fee

Photograph Reproduction from negative----- estimated from 50¢ to \$15.00 per photo

Fee for Research Services

Employee Time x Rate of Pay/Benefits = Fee, which is \$15.00 per hour