

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Russell Muniz 797-1023

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AMENDING RESOLUTIONS R-90-304 AND R-99-133, WHICH ADOPTED FEE SCHEDULES AND CHARGES FOR SPECIAL SERVICES, BY CREATING A TOWNWIDE SCHEDULE.

REPORT IN BRIEF: Florida State Statues sets guidelines and fees relating to the duplication of public records. This resolution will combine several fee schedules to provide for one townwide schedule.

PREVIOUS ACTIONS: Resolution R-90-304 for the Town was approved on November 7, 1990 and Resolution R-99-133 for the Police Department was approved on April 21, 1999.

CONCURRENCES: Staff from the Town Clerk's Office, Police Department and Development Services Department met with Town Administrator Tom Willi. The departments concur with the recommended fee schedule.

FISCAL IMPACT: not applicable

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Fee Schedule

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AMENDING RESOLUTIONS R-90-304 AND R-99-133 WHICH ADOPTED FEE SCHEDULES AND CHARGES FOR SPECIAL SERVICES BY CREATING A TOWNWIDE SCHEDULE.

WHEREAS, Florida Statutes Chapter 119, sets guidelines and fees relating to the duplication of public records; and

WHEREAS, the Town Council adopted a fee schedule and charges for special services in 1990 and 1999; and

WHEREAS, it is necessary to review and recalculate the fee schedule for providing reproductions of documents and the labor cost incurred when providing such copies when the nature or volume of such records requires extensive use of information technology resources, clerical and supervisory assistance.

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 Resolutions R-90-304 and R-99-133 by creating a townwide 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 _____, 2001

Mayor/Councilmember

ATTEST:

Town Clerk

APPROVED THIS _____ DAY OF _____, 2001

**FEE SCHEDULE AND
CHARGES FOR SPECIAL SERVICES**

Every effort will be made to retrieve records in a timely manner; however, there may be a delay if the request is extensive* or requires inactive records to be retrieved from the off-site storage facility. Costs shall be prepaid to the Town as allowed by Florida Statute 119.07.

Copies (Letter, Legal, or Ledger Size)*	
Single sided copies, per page.....	15¢
Double sided copies, per page.....	20¢
Certified Documents, per page (plus cost of copies.....)	\$1.00
Electronic Mail*	
Information Systems Staff.....	actual labor cost
Staff Review.....	actual labor cost plus copy fee
Blueprints, per page.....	actual cost
Maps.....	actual cost
Video or Audio Tape Duplication	
Police (blank tapes must be provided)*	actual cost
Council and/or advisory boards.....	actual cost
Fingerprinting.....	\$5.00
(with print card)	
Homicide and Traffic Homicide Reports.....	\$25.00
Grid Search Request.....	hourly labor charge plus copy fee
Photograph Reproduction (from negative).....	actual cost
Fee for Research Services*	actual labor cost

*Per F.S. 119.07 (b) a department may charge a special service charge in addition to the cost of duplication if a request requires extensive use of clerical, supervisory, and/or information technology resources. The charge “..shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service..” The term “extensive” shall mean any request that requires more than 15 minutes of clerical and/or supervisory assistance to research, locate, review for confidential information, copy, refile, oversee the review, print, or a combination of any like activities and/or use of information or technological resources.

This schedule is not intended to be a comprehensive list, rather it is meant to serve as a guide for items that are frequently requested. Charges for public records are governed by Florida Statutes.