

RESOLUTION NO. 14-04

A RESOLUTION ESTABLISHING A PUBLIC RECORDS FEE SCHEDULE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida Statutes Chapter 119.07 (4) establishes certain fees for public records; and

WHEREAS, the city of Marco Island receives requests for various types of public records; and

WHEREAS, additional costs are occasionally incurred in providing open access to a wide array of public records and in producing public records;

WHEREAS, THE City Council desires to have such costs borne by persons requesting records to the extent allowed by law.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARCO ISLAND, FLORIDA:

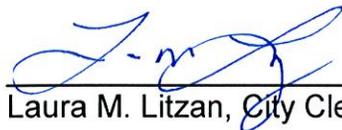
Section 1 City Council hereby establishes the fees for public records requests as set forth in the Public Records Fee Schedule, in Exhibit A, attached.

Section 2. This Resolution shall take effect immediately upon adoption.

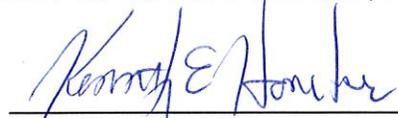
Passed in open and regular session of the City Council of the City of Marco Island, Florida, this 7th day of April, 2014.

Attest:

CITY OF MARCO ISLAND, FLORIDA



Laura M. Litzan, City Clerk



Kenneth E. Honecker, Chairman

Approved as to form and
Legal sufficiency:



Burt L. Saunders, City Attorney

Exhibit A

CITY OF MARCO ISLAND PUBLIC
RECORDS FEE SCHEDULE

In accordance with Chapter 119.07(4), Florida Statutes, the following fees shall be charged for public records.

The following definitions apply:

"Actual cost of duplication: The cost of the material and supplies used to duplicate the public records, but does not include labor cost or overhead associated with such duplication *F. S. 119.011 (1)*

"Information Technology Resources": Data processing hardware and software and services, communication, supplies, personnel, facility resources, maintenance, and training. *F.S. 119.011 (9)*

"Duplicated Copies": The process of reproducing an image or images from an original to a final substrate through the electrographic, xerographic, laser, or offset process or any combination of these processes, by which an operator can make more than one copy without re-handling the original. *F.S. 119.011 (7) and 283.30 (3)*

"Extensive": Anything in excess of 30 minutes including the time to locate, review for confidential information, retrieve, monitor, inspect, copy and re-file the requested records.

1. Each one-sided copy of each page of not more than 8½ by 14 inches...\$0.15
2. Each two-sided copy of each page of not more than 8½ by 14 inches...\$0.20
3. Public records requests of less than 20 pages per day.....No Charge
4. All other copies.....Actual Cost of Duplication
5. Each certified copy of a public record.....\$1.00
6. Completion of Estoppel Request.....\$25.00
(Estoppels are requests for information, not public records covered by Chapter 119, F.S.)
7. Special Service Charge – If the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources, or extensive clerical or supervisory assistance by personnel of the City, or both, in addition to the actual cost of duplication a special service charge, which 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 based upon the actual labor (the hourly salary and benefits) of the lowest paid employee capable of performing the task.

8. The Special Service Charge under number seven above will not be charged unless the estimated time for fulfilling the request exceeds 30 minutes.
9. The information technology resources charge under the Special Service Charge will be based upon the costs and time involved in fulfilling the request.
10. The City may also charge for an employee to sit with the requestor during the course of the inspection to safeguard and protect the City's records from theft, destruction or alteration.
11. The City may require a deposit in advance for the cost of estimated number of copies, mailing (if requested) and estimated Special Service Charge, where applicable.

