

Introduced by: Council Member Christian
Adopted: July 18, 2011

RESOLUTION NO. 1878-2011

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, REPEALING RESOLUTION NO. 1841-2009, IN ITS ENTIRETY; AND ADOPTING THE CITY OF JACKSONVILLE BEACH RECORDS POLICY FOR PROVIDING PUBLIC RECORDS, WHICH ESTABLISHES RATES, CHARGES, FEES, AND PROCEDURES FOR THE DISTRIBUTION AND SALE OF DOCUMENTS

WHEREAS, the City of Jacksonville Beach fully supports the public's right to access public records and is taking steps to ensure full compliance with Article I, Section 24 of the Florida Constitution, and Chapter 119 of the Florida Statutes;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH RESOLUTION NO. 1841-2009, IS HEREBY REPEALED IN ITS ENTIRETY: AND

Section 1. The Jacksonville Beach City Council adopts The City of Jacksonville Beach Policy for Providing Public Records, as outlined in Exhibit "A", attached and made a part of this resolution.

Section 2. All Resolutions in conflict with this resolution are hereby repealed.

Section 3. This Resolution shall take effect upon its adoption.

AUTHENTICATED this 18th day of July, A.D., 2011.



Fland O. Sharp, MAYOR



Judy L. Bullock, ACTING CITY CLERK



City of Jacksonville Beach Public Records Policy

In full support of the public right to access public records, and in compliance with Article I, Section 24 of the Florida Constitution and Chapter 119 of the Florida Statutes, the City of Jacksonville Beach establishes the following procedure for compliance with the Public Records Law and to ensure uniformity within the City of Jacksonville Beach in providing for access and charging for access to public records.

Distribution and Sale of Documents

The Public Records Law allows government agencies to collect the actual cost of material, supplies, and service charges for extensive use of resources and/or clerical assistance to duplicate/produce public records for requesters. The following fees are charged, as allowed by law:

Paper Copies:		Real Estate Documents:	
Copies per page (up to 8 ½ x 14)	\$.15	Plats per page	\$ 6.00
Copies per duplex page	.20	Maps per page	3.00
Color Copies per page (up to 8 ½ x 14)	.25	Copy of zoning map, per sheet	15.00
Color Copies per duplex page (up to 8 ½ x 14)	.30	Lien Certificates (per individual parcel)	40.00
Black & White Copies per page (11 x 17)	.35	County maps & aerial photos - actual cost of materials, overhead & labor	
Black & White Copies per duplex page (11 x 17)	.40		
Color Copies per page (11x 17)	.45	Other Media:	
Color Copies per duplex page (11 x 17)	.50	Audio tapes, Recordings or CD's	5.00
Certification of record copies - in addition to per-page-copy fee	1.00	Production/Reproduction of DVD's	10.00
		Electronic Delivery Fee in addition to per-page copy fee	2.00

Extensive Use Charges

Pursuant to Chapter 119.07(4)(d), F.S., agencies may also collect a reasonable service charge in addition to the actual cost of document reproduction when a request for public records requires the extensive use of resources and/or clerical or supervisory assistance. The City of Jacksonville Beach considers records requests requiring more than one-half hour to locate, copy or otherwise make available, as a diversion of resources, to which extensive use service charges apply. Extensive use charges shall not be randomly applied. The following fees are standards designed to ensure that the City of Jacksonville Beach is consistent in its application of charges and fees in the recovery of extensive use costs.

- Labor time – When clerical and/or supervisory labor time is spent in the location of, production of or monitoring the inspection of public records, a service charge for labor shall be applied by computing the actual cost of providing such labor. **Fee - *Lowest wage of departmental employee capable of filling the request*****

- Special Records Review – When records regarding litigation are requested, extensive time spent by the City Attorney or co-counsel to review the records for exemptions pursuant to Chapter 119.071(d)(1), F.S., shall incur a service charge based on the attorney's hourly rate.

Fee Collection**

When all allowable fees/charges applicable to a particular public records request can be calculated in advance, they will be calculated and provided to the requester before investing significant resources in completing the request. If the requester accepts the cost estimate and pays the fee, the public records request will be filled.

When actual costs and extensive use fees cannot be immediately determined due to the nature of the request, an estimated cost for producing the records will be provided to the requester along with an explanation that the actual cost may vary, but will not exceed the original estimate by more than an additional 25%. If the requester accepts the cost estimate, and pays the estimated fee, the public records request will be filled. If the actual cost to produce the records is more than the estimate, the requestor will be required to pay the additional cost (not to exceed 25% of the estimate). If the actual cost is less than the estimate, the requestor will receive a refund of the difference.

No sales tax is charged for a public records request.

All checks should be made payable to the City of Jacksonville Beach.

Collection of Records

Once the records request is completed and the fees have been paid, the requestor will be notified that the records are ready. The Clerk's Office will hold these records for up to 45 days to give the requestor adequate time to pick up the records or make arrangements for the delivery of the records. ***If the copies of the requested records are not picked up within 45 days following notification of the requestor, they will be destroyed and the originals documents will be returned to the files.***

Revised 07/18/2011