

ORDINANCE NO. 100-07-143

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LAUDERHILL AMENDING THE CITY CODE OF ORDINANCES, CHAPTER 2, ADMINISTRATION, ARTICLE II, OFFICERS AND EMPLOYEES, DIVISION I, GENERALLY, SECTION 2-23, PUBLIC RECORDS TO PROVIDE A BUILDING RECORDS SEARCH FEE APPLYING TO BUILDING PERMIT SEARCHES, PERMIT HISTORY AND BUILDING CODE VIOLATION REQUEST SEARCHES; PROVIDING FOR AN EFFECTIVE DATE (REQUESTED BY CITY MANAGER, CHARLES FARANDA)

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF LAUDERHILL, FLORIDA:

SECTION 1. The City of Lauderhill Code of Ordinances, Chapter 2, Administration, Article II, Officers and Employees, Division 1, Generally, Section 2-23, Public Records, is hereby amended to read as follows:

Sec. 2-23. Public records.

The city clerk shall be responsible for the inspection and examination of all city public records pursuant to the terms of Florida Statute Section 119.07. The city clerk may delegate the responsibility for the inspection and examination of records maintained by the police department and/or the fire department to those individual departments. Charges therefor shall be as follows:

- (1) *Copies per page:* Fifteen cents (\$0.15).
- (2) *Certification of any document:* One dollar (\$1.00) per certification.
- (3) *Microfilm plan prints, per sheet:* Five dollars (\$5.00).
- (4) *Microfilm, per sheet:* One dollar and fifty cents (\$1.50).
- (5) *City maps or plats:* Seven dollars and fifty cents (\$7.50) each.
- (6) *Audio recording tapes:* Five dollars (\$5.00) each.
- (7) *Video tapes, CDs, or DVDs:* Five dollars (\$5.00) each.
- (8) *Photographs:* Twenty-five cents (\$0.25) per photograph.
- (9) *Building Records Search Fee:* Thirty dollars (\$30.00) per address (includes open/closed building permit searches, permit history, and building code violations, etc.).

(9) (10) *Computer/technology research time utilized to provide public records:* In the event that the requested information shall require more than one-half (1/2) hour of staff research time, it shall be presumed that the request required extensive use of technology resources or computer

access to retrieve or obtain the records. Then, in addition to the charges set forth above for actual duplication, there shall also be a special service charge which shall be equivalent to the hourly rate of the pay of the personnel providing the service multiplied by the actual amount of time required to perform the service in excess of the first one-half (1/2) hour, which shall be billed to the person requesting the public records on a pro rata basis. If a request will require in excess of three (3) hours of staff time, then a deposit of fifty percent (50%) of the estimated total staff time will be required to be paid in advance.

(40) (11) *All lien research done by city employees to determine the existence of city liens:* Thirty dollars (\$30.00) for the first one-half (1/2) hour, or any portion thereof. Additional time shall be charged at the hourly rate of pay of the personnel providing the service multiplied by the amount of time required to provide the service.

(44) 12 *Special service charge for extensive clerical or supervisory assistance:* In the event that the examination, redaction, or copying of the requested information shall require in excess of one-half (1/2) hour of staff time, then it shall be presumed to justify a special service charge. This special service charge shall be billed for the extensive use of any information, technology resources or extensive clerical or supervisory assistance in addition to the charges set forth above for actual duplication. The special service charge shall be billed at the hourly rate of the pay of the personnel providing the service multiplied by the actual amount of time required to perform the service in excess of the first one-half (1/2) hour on a pro rata basis. If a request will require in excess of three (3) hours of staff time, then a deposit of fifty percent (50%) of the estimated total staff time will be required to be paid in advance.

(44)(a) 13 *Fee for off-site storage retrieval of inactive records:* There shall be a fee assessed in advance for the retrieval/replacement of any inactive records that are stored at off-site storage facilities. The review, inspection or photocopying of any inactive records stored off-site shall be required to pay all appropriate actual costs associated with the retrieval and replacement from storage of the requested documents.

(42) 14 *Code and Land Development Regulations:*

- a. City Code of Ordinances (not to include Land Development Regulations): Two hundred twelve dollars (\$212.00).
- b. Land Development Regulations (hard bound): One hundred sixty-one dollars (\$161.00).
- c. Land Development Regulations (soft bound): One hundred fifty dollars (\$150.00).

- d. Annual supplements to City Code of Ordinances: Fifty dollars (\$50.00).
- e. Annual supplements to the Land Development Regulations: Fifty dollars (\$50.00).
- f. No more than ten (10) pages of the Code of Ordinances or the Land Development Regulations may be copied for a fee of fifteen cents (\$0.15) per page.

~~(43~~ 15) *Fingerprinting:*

- a. Residents of Lauderhill: Five dollars (\$5.00).
- b. Nonresidents of Lauderhill: Ten dollars (\$10.00).
- c. Processed for INS purposes:
 - 1. City residents: Ten dollars (\$10.00).
 - 2. Nonresidents of the city: Fifteen dollars (\$15.00).

~~(44~~ 16) *Grid searches:* Five dollars (\$5.00) per address.

~~(45-17)~~ *GIS Data License Agreement Fee Schedule**:*

TABLE INSET:

Coverage Name/Format	Commercial*	Intergovernmental/Educational	Public Records/Personal Use
Street Centerlines (Arcinfo.e00, shape file, CAD, bmp, jpg)	\$10.00 per section (10 sections in the city)	No charge	\$10.00
Situs Address (shape file)	\$50.00 per section (10 sections in the city)	\$10.00 per section	\$10.00 per section
Long-Term Development Vision (.bmp, jpg)	\$10.00	No charge	\$10.00
Future Land Use Map-Flex Zones (.bmp, jpg)	\$10.00	No charge	\$10.00
Brownfield Map (.bmp, jpg)	\$10.00	No charge	\$10.00
*An additional charge of \$5.00 per CD will be added.			

**Additional coverages may be available, check with the City GIS Coordinator for additional data regarding data coverage availability.

***Data format shall be provided, if available, at the actual cost of duplication plus a special service charge which shall be the hourly rate of the pay of the personnel providing the service multiplied by the amount of time required to perform the service.

NOTE

1. Data provided is considered as-is. All information is constantly being updated and it is the responsibility of each Licensee to acquire updates as necessary.

2. Prices are subject to change in order to reflect changes in the actual cost of duplication.

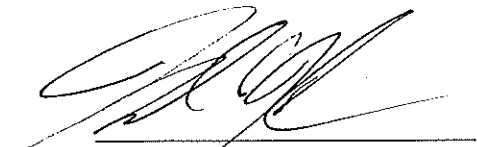
SECTION 2. All ordinances or parts of ordinances, all resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed as to the extent of such conflict.

SECTION 3. This Ordinance shall take effect immediately upon its passage and adoption.

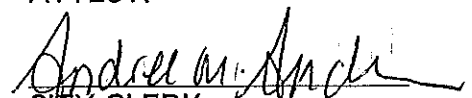
DATED this 30th day of August, 2010.

PASSED on first reading this 26th day of July, 2010.

PASSED AND ADOPTED on second reading this 30th day of August, 2010.


PRESIDING OFFICER

ATTEST:


CITY CLERK

MOTION
SECOND

M. BATES
H. BENSON
H. BERGER
D. HOLNESS
R. KAPLAN

FIRST READING

Bates
Benson

Yes
Yes
Yes
Yes
Yes

SECOND READING

Holness
Bates

Yes
Yes
Yes
Yes
Yes

CITY OF LAUDERHILL
COMMISSION MEETING

Agenda Request

Indicate with an (x) this type of request:

 X ORDINANCE
 RESOLUTION
 OTHER

Meeting Date:

 July 26, 2010

Request Action: Staff requests the implementation of Building Records search fee.

Need: The City Clerk's office receives an average of 250 permit history/building code violations requests monthly.

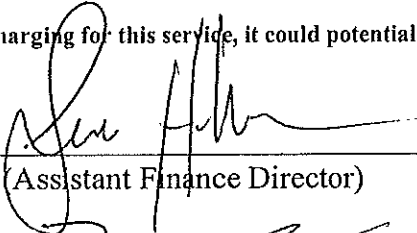
Summary Explanation/ Background: When a search is facilitated through the City Clerk's office for permit history or code violations, they are not considered a lien search the City currently charges for. In an attempt to bill for the corresponding time associated with providing a useful service, it is recommended that a fee be imposed.

Attachments:

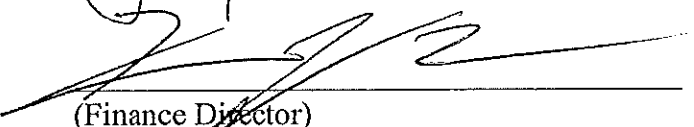
Memo: Proposed Fees

Cost Summary/ Fiscal Impact: By charging for this service, it could potentially provide \$7,500/month.

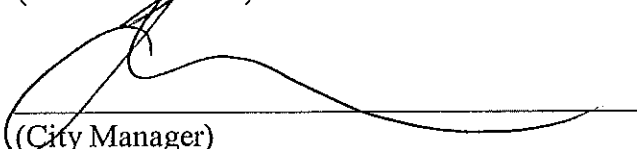
Recommended By:


(Assistant Finance Director)

Approved By:


(Finance Director)

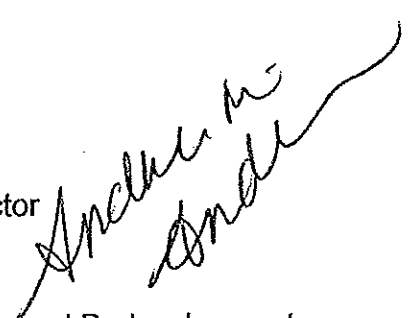
Approved By:


(City Manager)

(This agenda request is to be displayed with the Agenda announcement on the City's website)

Memo

To: Kennie Hobbs, Jr., Finance Director
From: Andrea M. Anderson, City Clerk
CC: Don Giancoli, Director of Planning and Redevelopment
Date: April 28, 2010
Re: PROPOSED FEES



The City Clerk's office receives an average of 250 permit history/building code violation requests monthly. This search is not a lien search that the City currently charges \$30.00 per address. I am recommending that we impose a fee for this service and have researched the following cities:

Lauderdale Lakes	\$27.50 per hour research of building records including listings of permits
Oakland Park	\$25.00 permit history fee
Margate	\$30.00 property records search
Hallandale Beach	\$35.00 property search fee
Tamarac	\$50.00 per address building department research of open permits and outstanding violations

My recommendation is to amend Section 2-23, *Public records* to cover the cost of providing this service.

Building Records Search Fee \$30.00 per address
(includes open/closed building permit searches, historical permit and building code violations)

In addition, the City Clerk's office currently budgets \$12,000 - \$15,000 per year to microfilm/scan records, of which, the majority are building permits and plans.

I am recommending we impose an "archiving fee" on each permit to offset the cost of micro-filming/scanning completed building permits/plans. The fee would

be similar to the Public Art fee and would be used solely for expenses associated with archiving of records. I am recommending the following:

- 1) A set fee of \$2.50 per permit (up to 20 pages)
\$5.00 per permit (up to 50 pages)
\$10.00 per permit above 50 pages

or

- 2) Per sheet (letter and legal size documents) .25
Per sheet (large format documents) \$1.00

The City of Lauderdale Lakes currently has a similar fee (*see attached building fee schedule*).

I would suggest that the building department review this proposed fee and provide their recommendation.

If you need additional information or have any questions, please let me know.

Thank you.