

City of Oakland Park
 3650 NE 12th Avenue
 Oakland Park, Florida 33334
 (954) 630-4300 Fax (954) 630-4302

PROCESSOR OF RECORDS REQUEST, PLEASE COMPLETE

REQUEST COMPLETED (DATE) _____

COMPLETED BY: (PRINT NAME) _____

UPON COMPLETION, PLEASE RETURN TO CLERK'S OFFICE

Public Records Request

Please Print All Information:

| | | | |
|---|------------------|--|--|
| To be completed at time of request: Name of Person Requesting Information: | | Street Address of Person Requesting Information: | |
| | | State, City, Zip of Person Requesting Information: | |
| Daytime Telephone Number: | Date of Request: | Signature: | |
| Request is: view only copies needed | | | |
| RECORD(S) REQUESTED: In order to provide you with the correct information, please identify the specific documents or information you are requesting. If applicable, please include the address of the property for which you are requesting information. | | | |
| <p>* FEES: Permit History: \$ 25.00 Copy Fee: 15¢ each single sided page and .20 each double sided page up to 8 ½ x 14. Microfilm copy: Building Dept. \$ 2.00 each. Certified copies: \$ 1.00 per sheet. Compact Disc: \$4.00 each. Videotapes: \$ 5.00 each. DVD: \$6.00 <u>Research Charges:</u> If extensive use of information technology resources or extensive clerical or supervisory assistance, or both, are required, there will be a special service charge that will be bases on the actual cost incurred by the City for such extensive use of information technology resources or personnel. *Compact Disc for computer use only * The above charges are in accordance with FSS 119.07</p> | | | |
| <i>For Office Use Only</i> | | | |
| Date/Time of Request: | | | |
| Person Receiving/Routing Request: | | Time Spent Processing Records Request: | |
| Routing: | | Number of Pages Copied: | |
| | | Fee Charged: | |
| Attach copy/copies of record(s) and receipt for fees. | | | |
| <p>_____ Janette Smith, City Clerk</p> | | | |

Sec. 2-13. Fees and charges.

(a) City liens, assessments and fees.

- (1) Whenever the city receives a request for an accounting of the amounts of any outstanding city lien, assessments and fees, a minimum service fee of twenty-five dollars (\$25.00) per request shall be charged to the person making the request. Additional charges at the rate of fifteen dollars (\$15.00) per hour shall be charged if the request requires more than one (1) hour of clerical time.

- (2) The following charges are imposed in connection with liens and lien satisfactions:

Lien preparation and recording . . . \$55.00

Lien satisfaction preparation:

Recording by the city . . . 45.00

Recording by party other than city . . . 10.00

(b) Police, accident and other reports.

- (1) Whenever the city receives a request to produce, provide or compile any of the above records, the city may require it to be in writing and/or on a form prescribed by the police chief.

- (2) The following charges are imposed in connection with any of the items in this subsection:

Copy charge per page (letter or legal) . . . \$ 0.15

Second side of two-sided original . . . 0.20

Certified documents (per page) . . . 1.00

Over-size paper or special forms (page) . . . 1.00

Computer-generated labels (each) . . . 0.10

Research time to compile documents:

Clerical staff:

First fifteen (15) minutes . . . N/C

Each fifteen (15) minutes thereafter . . . 3.50

Computer systems including operator time:

Each fifteen (15) minutes . . . 25.00

Minimum charge . . . 50.00

(c) All other city departments.

- (1) Whenever the city receives a request to produce, provide or compile any of the

Each fifteen (15) minutes thereafter . . . 3.50

Computer systems including operator time:

Each fifteen (15) minutes . . . 25.00

Minimum charge . . . 50.00

(c) All other city departments.

- (1) Whenever the city receives a request to produce, provide or compile any of the above records, the city may request it to be in writing and/or on a form prescribed by the city manager or the department head.

- (2) The following charges are imposed in connection with any of the items in this subsection:

Copy charge per page (letter or legal) . . . \$ 0.15

Second side of two-sided original . . . 0.20

Certified documents (per page) . . . 1.00

Over-size paper or special forms (page) . . . 1.00

Computer-generated labels (each) . . . 0.10

Research time to compile documents:

Clerical staff:

First fifteen (15) minutes . . . N/C

Each fifteen (15) minutes thereafter . . . 3.50

Computer systems including operator time:

First fifteen (15) minutes . . . 25.00

Minimum charge . . . 50.00

- (d) The finance director shall institute the necessary rules to effectively control this process. The finance director or department may refuse any request for the cost to be billed versus payment in full at the time of service based upon the customer's past payment record with the city. All monies collected under this article shall be deposited and credited as a revenue to the fund providing the service or copies.

- (e) It shall be the policy of the city, with regard to requests of other cities or other governmental agencies for public records from the city, that said records shall be provided at no cost by the city.

(Ord. No. O-94-11, § 2, 9-21-94; Ord. No. O-97-7, § 1, 9-17-97; Ord. No. O-2000-009, § 1, 5-17-00)

Secs. 2-14-2-16. Reserved.