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F. Consent Agenda - County Attorney
ITEM 31.



AGENDA REPORT
May 21, 2019

BCC-22 and AO-47 Public Records Request Fee Schedule

SUBJECT:

Updates to Board Policy 22 and the Public Records Request Fee Schedule in Administrative Order 47.

DEPT/OFFICE:

County Attorney Office

REQUESTED ACTION:

It is requested that the Board approve the updates to Board Policy 22 and the Public Records Request Fee Schedule in Administrative Order 47.

SUMMARY EXPLANATION and BACKGROUND:

The Board of County Commissioners last reviewed and approved Board Policy 22, entitled the "Coordination of Public Records Requests," in October 2015 in order to provide guidelines and procedures for all County administrative personnel, department directors, and staff to assure compliance and uniformity with regard to handling public records requests and inspections of records not exempt or confidential under Florida law. Since that time, it has been determined that an update to the processes and procedures for handling public records requests was needed to improve efficiency and ensure continued compliance with Chapter 119, Florida Statutes.

In addition, the Public Records Request Fee Schedule attached to Administrative Order 47 was last reviewed in 2015 and, as part of the proposed changes, is updated to reflect the current professional and administrative rates for County employees based on the lowest rates for each respective class as determined by the EEO designation. The Professional Rate was calculated at \$16.26/hour in 2015 and is now \$13.89/hour; the Administrative Rate was calculated at \$9.44/hour in 2015 and is now \$10.37/hour.

It is requested that the Board approve the proposed updates to Board Policy 22 and the Fee Schedule attached to Administrative Order 47 to ensure continued compliance with Chapter 119, Florida Statutes, and improve efficiency as it relates to responding to public records requests.

CLERK TO THE BOARD INSTRUCTIONS:

Upon execution by the Chair of the Board, the approved Policy and Fee Schedule should be forwarded to the County Attorney's Office and the County Manager's Office.

ATTACHMENTS:

Description

- ▣ **BCC-22 Redlined final rough draft**
- ▣ **BCC-22 Clean final draft**
- ▣ **AO-47 redlined final rough draft**
- ▣ **AO-47 Clean draft**