TOWN OF PALM BEACH

Information for Town Council Meeting on: August 15, 2018

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Kathleen Dominguez, Town Clerk

Re: Amendment to the Copy and Duplication Services Fee Schedule

Resolution No. 104-2018

Date: July 28, 2018

STAFF RECOMMENDATION

Staff recommends that the Town Council approve Resolution No. 104-2018, amending the Town's Copy and Duplication Services Fee Schedule.

GENERAL INFORMATION

The Copy and Duplication Services Fee Schedule allows the Town to charge a fee for paper copies related to records requests. The fees vary from department to department and reflect the actual duplication cost based upon the equipment utilized by that department. However, recent equipment upgrades and increased costs for paper copies have made it necessary to review the current fee schedule for potential revisions.

Chapter 119.07(4)(a) F.S., authorizes the custodian of public records to charge "up to 15 cents per one-sided copy for duplicated copies of not more than 14 inches by 8 ½ inches" and "no more than an additional 5 cents for each two-sided copy."

Therefore, I am recommending the Town Council amend the fee schedule to allow each department to charge 15 cents per one-sided black and white copy and 20 cents per double-sided black and white copy, as shown below.

DEPARTMENTAL PAPER DUPLICATION COSTS (Per Page)*										
	Town									
_	Clerk	TM/FIN	<u>IT</u>	<u>HR</u>	<u>PZB</u>	<u>PURCH</u>	<u>FR</u>	<u>PD</u>	<u>PW</u>	REC
Total Duplication Costs: 8.5 x 11										
B&W-s/s	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15
B&W-d/s	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20	\$0.20

The proposed fee changes will allow the Town to maintain a consistent approach when charging for duplication costs (without involving pennies) while meeting the maximum amount allowed by the State.

TOWN ATTORNEY REVIEW

This item has been approved by the Town Attorney for legal form and sufficiency.

Attachments

KD

cc: Department Directors

John C. Randolph, Town Attorney