

ST. TAMMANY PARISH COUNCIL

ORDINANCE

ORDINANCE CALENDAR NO. 3620

ORDINANCE COUNCIL SERIES NO. _____

COUNCIL SPONSOR: BAGERT/DAVIS

PROVIDED BY: LEGAL

INTRODUCED BY: _____

SECONDED BY: _____

ON THE _____ DAY OF _____, 2007

ORDINANCE TO AMEND THE PUBLIC RECORDS REQUEST
FEE SCHEDULE IN SECTION 2-009.00 (A) PARISH FEES AND
SERVICE CHARGES, GENERAL GOVERNMENT, OF THE ST.
TAMMANY PARISH CODE OF ORDINANCES

WHEREAS, there is a need for a current uniform fee schedule for public records request for all Administrative Departments within the Parish; and

WHEREAS, by law, a public records request must be responded to within 72 hours which often requires employees to abandon their routine daily duties to fulfill such requests and in order to accommodate such requests for this time, there needs to be assessed minimum administrative charges, and

WHEREAS, there is a need to adopt a uniform administrative policy addressing the handling of Public Records requests; and

WHEREAS there is the need to modify the existing Ordinances, as per law.

THE PARISH OF ST. TAMMANY HEREBY ORDAINS to amend the Public Records Request Fee Schedule in Section 2-009.00 (A) (1) (f), General Government, of the St. Tammany Parish Code of Ordinances, as follows:

(f) Administrative after-hours fee _____ \$100.00 per hour max

THE PARISH OF ST. TAMMANY HEREBY ORDAINS to amend the Public Records Request Fee Schedule in Section 2-009.00 (A) (1) General Government of the St. Tammany Parish Code of Ordinances to include the following new fee schedule:

2-009.00 (A) (1) (f):

<u>(1) COPIES- BLACK & WHITE</u>	<u>.50 PER PAGE</u>
<u>(2) COPIES- COLOR</u>	<u>1.00 PER PAGE</u>
<u>(3) PRE-PRODUCED/STANDARDIZED MAPS</u>	<u>5.00 8.5 x 11 PAPER</u>
<u>(Non-GIS under subsection "G")</u>	<u>7.00 8.5 x 14 PAPER MAP</u>
	<u>10.00 11 x 17 PAPER MAP</u>
	<u>35.00 30 x 40 PAPER MAP</u>
	<u>15.00 MAP ON CD</u>
	<u>20.00 MAP ON DVD</u>

10.00 MAP ON FLOPPY DISC
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(4) CUSTOM/NON-STANDARDIZED MAPS
 (Non-GIS under subsection "G")

<u>5.00</u>	<u>8.5 x 11 PAPER</u>
<u>7.00</u>	<u>8.5 x 14 PAPER MAP</u>
<u>10.00</u>	<u>11 x 17 PAPER MAP</u>
<u>35.00</u>	<u>30 x 40 PAPER MAP</u>
<u>15.00</u>	<u>MAP ON CD</u>
<u>20.00</u>	<u>MAP ON DVD</u>
<u>10.00</u>	<u>MAP ON FLOPPY DISC</u>

(5) CD/DVD REPRODUCTION

(Non-GIS under subsection "G")

<u>15.00</u>	<u>0-1 HOUR</u>
<u>20.00</u>	<u>1-2 HOURS</u>
<u>25.00</u>	<u>2-3 HOURS</u>
<u>30.00</u>	<u>3-5 HOURS</u>
<u>35.00</u>	<u>5-6 HOURS</u>

(6) DOCUMENT TRANSCRIPTION

250.00 DEPOSIT

(At the then prevailing customary court reporter rate)
 (Plus any additional funds as needed)

(7) AFTER-HOURS REVIEW AND COPYING: If the amount of documents or records requested is too vast to reasonably & timely review, count and copy during normal working hours, the party making the request must contact the Parish Legal Department to schedule a time and place for such after-hour review. There shall be a maximum three (3) hour after-work-hours appointment at the cost of \$250.00 per appointment in order for the party to view the requested documents at the Parish offices. Each after-hour review shall be deemed separate for the purpose of payment. During such review(s), the party may designate a list of documents to be copied, and the Parish will prepare the documents and provide the requested documents as per law;

(8) The then-current and corresponding Parish Chief Administrative Officer's (CAO) Policy on Public Records Requests, as may be amended from time to time, is incorporated herein in full by reference.

(9) It is specifically determined by the Parish that any document or material transferred to any media (i.e. such as more than one map transferred to digital CD or DVD media), then each document transferred shall be considered as separate items. For example, three one-page documents transferred to a CD shall be considered as three pages at \$.50 plus \$15.00. The requesting party shall be responsible to pay the cost of each document transferred and the hereinabove scheduled cost of the applicable media used.

That the Office of the Parish President authorizes this amendment and all action necessary in carrying out the intent of this Ordinance.

REPEAL: All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SEVERABILITY: If any provision of this Ordinance shall be held to be invalid, such invalidity shall not affect other provisions herein which can be given effect without the invalid provision and to this end the provisions of this Ordinance are hereby declared to be severable.

EFFECTIVE DATE: This Ordinance shall become effective fifteen (15) days after adoption.

MOVED FOR ADOPTION BY: _____, SECONDED BY: _____

WHEREUPON THIS ORDINANCE WAS SUBMITTED TO A VOTE AND
RESULTED IN THE FOLLOWING:

YEAS:
NAYS:
ABSTAIN:
ABSENT:

THIS ORDINANCE WAS DECLARED ADOPTED AT A REGULAR MEETING OF
THE PARISH COUNCIL ON THE _____ DAY OF _____ 2007; AND BECOMES
ORDINANCE COUNCIL SERIES NO. 07-_____.

BARRY BAGERT, COUNCIL CHAIRMAN

ATTEST:

DIANE HUESCHEN, COUNCIL CLERK

KEVIN DAVIS, PARISH PRESIDENT

Published introduction: JULY 26, 2007
Published adoption on: _____, 2007
Delivered to Parish President: _____, 2007@ _____
Returned to Council Clerk: _____, 2007@ _____