

PROCEDURE
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

TITLE: Administrative Fees	NUMBER: 13-2	PAGE: 1 of 4
SECTION/DEPT: Accounting & Financial Reporting / Finance Department		
APPROVED BY: David L. Moore, Executive Director	EFFECTIVE DATE: 10/01/08	SUPERSEDES: 09/01/02 10-15-08

The District shall furnish copies of public records in compliance with Chapter 119, Florida Statutes. Payment of the actual cost of duplication will be required¹. When reproduction of records requires extensive clerical, information technology or supervisory resources, the District may charge an additional "service charge" to provide the service². Reproduction requests totaling more than 100 copies, or which require in excess of thirty minutes of an employee's time, shall be presumed to require extensive personnel services. Additional time required to conduct research, gather information or to provide technical assistance will be an additional charge beyond the cost of actually providing copies.

The District waives the cost, and allows the transmission of public records by electronic mail or facsimile under the following conditions:

1. Facsimile of a final agency action permit. Supporting documents related to the permit will not be transmitted. Requested public records must exist in paper form at the location where the request is initiated, and shall not exceed two agency action permits in one transaction. Records that reside in micrographics form will not be converted to paper in response to a request for public records for the sole purpose of transmitting the record by facsimile.
2. Email of a final agency action permit. Supporting documents related to the permit will not be transmitted. Requested public records must exist in electronic form at the time of the request, and the aggregate attachment size must be less than 3 megabytes. Records that reside in physical or micrographics form will not be converted to electronic form in response to a request for public records for the sole purpose of transmitting the record by electronic mail.

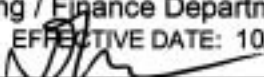
The following guidelines shall be followed when providing materials and public records to individuals or groups outside the District. All fees established by the current *Fee Schedule for Public Records* are payable in advance. The Fee Schedule will be posted in the Cashier's Office at each District Service Office. Waiver of fees may be granted to individuals or firms who have entered a reciprocal agreement with the District. The Records Management function maintains a list of active reciprocal agreements available for review.

- A. **Aerial Maps - Private individuals and agencies may obtain one copy of one blueline map at no charge in any calendar year. After the distribution of the first free map, there will be a charge per map for all additional copies. An exception to the charge for additional sheets is made for landowners who own and pay taxes on land which extends and covers multiple land sections. Those landowners may receive one copy of each of the maps covering their land at no charge.**

¹ Administrative fees may be waived for governmental agencies.

² Subsection 119.07(1)(b), Florida Statutes: If the nature or volume of public records requested to be inspected, examined, or copied pursuant to this subsection is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both.

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- B. **Aerial Map Reproducibles** - Aerial map reproducibles will be made available to government agencies for a fee per reproducible mylar. No aerial map reproducibles will be made available to private entities or individuals. Blueline copies of all aerial maps are available to private firms and individuals as defined in paragraph A.

Blueline Copies of Non-Aerial Mapping Program Maps - Copies of maps available from the Mapping and GIS Section not produced under the Aerial Mapping Program shall be made available in blueline format at a charge per copy at the same fee set for aerial maps.

- C. **Digital Format Geographic Information System (GIS) Data** - Digital format GIS data may be distributed upon completion of the appropriate data order form available from the Mapping and GIS Section. The fee for such data shall be based on the actual costs incurred in creating and delivering the data to the requesting individual. Charges for this data will be reassessed annually by the GIS Manager to determine actual cost. The current price list will be maintained in the Aerial Mapping office at District Headquarters

Hardcopy Format GIS Data - GIS data in a hardcopy format will not be available for public distribution in other than a photocopy form except as follows:

1. GIS hardcopy data that are part of a map production run designed specifically for public distribution. A list of GIS maps currently available for public distribution and the established costs will be maintained by the Mapping and GIS Section and made available by request.
2. GIS hardcopy data that are developed under a cooperative agreement with the requesting group or agency. Any charges associated with such maps will be defined in the cooperative agreement.


- D. **Photocopying** – All requests for photocopies should be submitted on Form No. 05.72-003, *Request for Copies of Public Records*, accompanied by the payment. This multi-part form can be ordered from Office Support. If request is by phone, a form should be mailed to the requester for return with payment prior to copying requested records. The District *Fee Schedule for Public Records* will establish photocopy fees in accordance with subsection 119.07(1)(a), Florida Statutes, which includes photocopying records from microfilm/fiche. Custodians of public records may furnish copies **upon payment of the fee** prescribed by law or Florida Statutes. Employee requests for 20 copies or less in a fiscal year shall not require a fee. Fees for copies greater than 8½ inches by 14 inches shall be based on actual cost of duplication of the record as established by the *Fee Schedule for Public Records*.

- E. **Certified copies** - \$1 per page for a certified copy of public records (includes photocopy fee).

- F. **Computer Printouts** - Photocopies of existing printouts will be according to the *Fee Schedule for Public Records*. Actual cost will be determined for any non-production job requiring setup and special printing.

- G. **Microfilm Copies** - Actual cost per copy for each duplicate of original microfiche will be charged. These copies are generally made by the Records Management function. Duplication of rolls of microfilm will be at the actual cost per roll. See paragraph D above for fees relating to **photocopying records from microfilm/fiche**.

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- H. Plans and Specifications - Actual cost for reproducing and mailing a complete set of plans and specifications will be charged. "Actual cost of duplication" means the cost of the materials and supplies used to duplicate the record. If extensive personnel time is required for preparation, additional costs will be added accordingly. Fees for individual parts of a set of plans and specifications shall be assessed according to applicable charges as established by the *Fee Schedule for Public Records*.
- I. Material in Public Records of the District - All applicable charges established by the *Fee Schedule for Public Records* will apply as appropriate with additional fees if extensive personnel services are required to locate and provide the material. Charges may be waived for government entities that exchange material of Public Record with the District **under the terms specified by a separate reciprocal agreement³**.
- J. Data Storage on Floppy Disks, Diskettes, Digital Video Disks (DVDs) or Compact Discs (CDs) - Requests for data currently stored in electronic form will be accommodated for a fee as established by the *Fee Schedule for Public Records*.
- K. Pamphlets/Brochures - Pamphlets or brochures published by the District for public information and/or public educational purposes shall be distributed at no charge to individuals, private organizations or firms, and governmental entities; although, if requests are for over 200 copies, a fee may be charged.
- L. Miscellaneous Fees - Items such as copies of video tapes, Board Meeting audiotapes and other items not specifically addressed in this procedure will be provided at the cost established by the *Fee Schedule for Public Records* or actual cost incurred to supply the requested items.

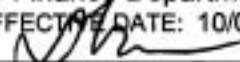
At the District Headquarters, all administrative fees are collected and receipted by the Accounting & Financial Reporting Section of the Finance Department. At each of the District Service Offices, all administrative fees are collected and receipted by the designated staff performing the cash receipts functions in the Resource Regulation Departments.

Fees may be paid in cash, money order, credit card, cashier's check or personal check. Credit cards may only be used at a District service office and a convenience fee will be assessed. A system-generated District receipt will be issued and signed by the designated staff at the location where payment is received. In the event a system-generated receipt cannot be issued, a pre-numbered manual District receipt will be completed and signed by the staff person receiving the payment. The original receipt will be given to the customer and a copy will be forwarded to the respective department providing the service.

The department responding to a public records request shall direct the requester to the designated staff performing the cash receipts function at their location for payment of the fee. When a paid receipt is presented by the requester, the service/material shall be provided by the department.

³ Copies of reciprocal agreements are maintained by the Records Management function. A list of active reciprocal agreements is available for review.

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Government agencies that have a current reciprocal agreement with the District can obtain copies of data according to the charges specified in the agreement. Information on reciprocal agreements for mapping products is available from the Mapping and GIS Section. A current list of all agencies participating in a reciprocal agreement with the District is maintained by the Records Management Section.

Periodically, the District receives requests for items which may not be specifically outlined in the Administrative Fees Procedure. Any fee that is not addressed in this procedure which management has determined should be assessed must be approved by the requesting Department Director **and** the Finance Director. A copy of the document with the proper approvals **must** be submitted to the Accounting & Financial Reporting Section. The document should indicate the purpose and amount of the fee. The Accounting & Financial Reporting Section will assign a revenue account for the fee and, in turn, will notify the District Service Offices of the fee and the account code for cash receipting purposes.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

Fee Schedule for Public Records

Effective September 1, 2002

Definition (s. 119.011, F.S.): "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

Photocopies:**

- 8½ x 11 or 8½ x 14 (black and white) = \$.15 single-sided / \$.20 double-sided
- 8½ x 11 or 8½ x 14 (color) = \$.15 single-sided only
- 11 x 17 (ledger sheet) = \$.25 per page
- 24 x 36 Engineering (E-size) = \$1.00 per page

Certification of Copies = \$1.00 per page (includes photocopy fee for each page certified; therefore, if only the first page of a document is certified, the first page will be \$1.00 and the subsequent pages will be \$.15 each or \$.20, if double-sided)

Computer Printouts:

- Photocopies = \$.15 per page
- Running non-production job = \$.15 per page**

Compact Discs (CDs) = \$1.00 each

- Paper jacket = \$.25 each
- Jewel case = \$1.00 each
- Mailer = \$.60 each

Floppy Disk or 3½" Diskette = \$.50 each

Video Cassette = \$1.50 each

Audio Cassette = \$1.00 each

Microfiche (duplicate of original) = \$1.00 each

Rolls of microfilm duplication = \$5.75 per 16mm roll

Plans and Specifications:**

- Reproduction = \$1.00 per E-size page
- Mailing = Actual postage and materials cost

E-mail Records:

- Research charge = Staff's hourly rate for time conducting archive search**
- CD Preparation = Staff's hourly rate for preparation and cost of CD**
- Records Coordinator Review = Staff's hourly rate reviewing data**
- Printed copy of e-mails = \$.15 per page

Pamphlets / Brochures:

- Requests for 200+ = (Refer to Communications Department)

Slides or Photographs:

- Duplication of slides or photographs will be the actual cost charged by the vendor providing the duplication service

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Fee Schedule for Public Records

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Mapping:

- Blueline Map = \$5 (first one free)
- Blueline Copy of Non-Aerial Mapping Program Map = \$5
- Aerial Map Reproducible (mylar) = \$25
- Digital Format Geographic Information System (GIS) Data = \$1 per CD
- Hardcopy Format GIS Data from a public map production run = (Refer to Aerial Mapping office for current price list)
- Hardcopy Format GIS Data under cooperative agreement = Per associated agreement

Extensive Personnel Services:**

- Staff's hourly rate

** When reproduction of records requires extensive clerical or supervisory assistance, the District may charge an additional reasonable fee based on the actual salary of the personnel providing the service. Reproduction requests totaling more than 100 copies, or which require in excess of thirty minutes of an employee's time, shall be presumed to require extensive personnel services. Additional time required to conduct research, gather information or to provide technical assistance will be an additional charge beyond the cost of actually providing copies.