

**RESOLUTION 2024 - 32**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LABELLE, FLORIDA; HENDRY COUNTY, FLORIDA; AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH SML, INC. FOR PROFESSIONAL RECORDS MANAGEMENT SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of LaBelle, Florida (the "City"), recognizes the importance of managing public records efficiently and in accordance with applicable laws and regulations; and

**WHEREAS**, Section 257.36 of the Florida Statutes requires all public agencies to establish and maintain a formal records management program to ensure the economical and efficient management of public records; and

**WHEREAS**, the City has identified the need for professional records management services to establish and implement an effective records management program; and

**WHEREAS**, SML, Inc., a professional service provider with expertise in records management, has submitted a proposal to assist the City with the development and implementation of a comprehensive records management program; and

**WHEREAS**, the City Commission finds and determines that it is in the best interest of the City to enter into an agreement with SML, Inc. for professional records management services to ensure compliance with Florida Statutes and to improve the management, storage, and retrieval of public records;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LABELLE, FLORIDA, AS FOLLOWS:**

**Section 1.** Adoption of Representations. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same is hereby made a specific part of this Resolution.

**Section 2.** Authorization. The City Commission hereby authorizes the Mayor to execute an agreement with SML, Inc. for professional records management services. The scope of services, fees, and terms of the agreement shall be in accordance with the proposal submitted by SML, Inc. and any other necessary provisions as deemed appropriate by the Mayor and Deputy City Clerk.

**Section 3. Adoption.** The Mayor is authorized to take all necessary actions to implement and manage the terms of the agreement, including but not limited to approving any amendments or modifications to the agreement as may be required for the successful completion of the project.

**Section 4. Effective Date.** This Resolution shall be effective immediately upon its passage and adoption.

**DONE AND RESOLVED** at the Regular Scheduled Meeting of the City Commission of the City of LaBelle, Florida, on this 12<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Julie C. Wilkins, Mayor

**ATTEST:**

\_\_\_\_\_  
Tijauna Warner, MMC, Deputy City Clerk

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:**

\_\_\_\_\_  
Derek Rooney, City Attorney

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**VOTE:**

Commissioner Akin	_____ (Yes)	_____ (No)
Commissioner Ratica	_____ (Yes)	_____ (No)
Commissioner Spratt	_____ (Yes)	_____ (No)
Commissioner Vargas	_____ (Yes)	_____ (No)
Mayor Wilkins	_____ (Yes)	_____ (No)

**EXHIBIT "A"**

**SML, Inc Professional Service Agreement**

**(attached)**