



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name:** Nicolle Shalley
2. **Organization/Title/Telephone:** County Attorney/352-486-3389
3. **Meeting Date:** Tuesday, August 6, 2024

4. **Requested Motion/Action:**

Requesting the Levy County Board of County Commissioners adopt ORDINANCE NUMBER 2024-3 AN ORDINANCE OF LEVY COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES OF LEVY COUNTY, FLORIDA RELATED TO PUBLIC RECORDS; BY CREATING A NEW ARTICLE IN CHAPTER 2 - ADMINISTRATION TITLED "PUBLIC RECORDS"; AMENDING APPENDIX B TO ESTABLISH FEES, RATES AND CHARGES FOR PUBLIC RECORDS REQUESTS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING DIRECTIONS TO THE CLERK AND AN EFFECTIVE DATE.

5. **Agenda Presentation:** Yes No N/A

6. **Time Requested:** 5 minutes
(Request will be granted if Possible) allotted time not more than 15 minutes

7. **Is this Item Budgeted (If Applicable):** Yes No N/A

8. **If no, State Action Required:**

- a. **Budget Action:** EnterTextHere
b. **Financial Impact Summary Statement:** EnterTextHere
c. **Detailed Analysis Attached** EnterTextHere
d. **Budget Officer Approval:** EnterTextHere

If approved enter date: Click or tap to enter a date.

9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Article I, Section 24, of the Florida Constitution and Chapter 119, Florida Statutes, create both a constitutional and statutory right of access to records made or received in connection with official County business ("public records") and, likewise, impose responsibilities on County officials to retain and provide those public records upon request. This ordinance creates a County public records policy to establish consistent standards and fees for responses to public records requests and guidance for the retention of public records.

In addition, this Ordinance is a key piece in implementation of the new software acquired by the County for the processing of public records requests.

This Ordinance was a combined staff effort by the County Procurement Director, Attorney, Human Resources Director and Public Information Officer.

10. **Recommended Approval**

- a. **Department Director:** Yes No N/A



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|--|---|-----------------------------|---|
| b. County Attorney: | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| c. County Coordinator: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input checked="" type="checkbox"/> |
| d. Other: Procurement Director,
Human Resources Director and
Public Information Officer. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |