



Legislation Details (With Text)

File #: 19-0933 **Version:** 1 **Name:** Public Records Request Policy
Type: General Business **Status:** Agenda Ready
File created: 8/14/2019 **In control:** City Commission Workshop
On agenda: 10/7/2019 **Final action:** 10/7/2019
Title: Discussion Regarding Public Records Request Policy and Procedure
Sponsors:
Indexes:
Code sections:
Attachments: 1. Presentation, 2. Draft Public Records Request Policy, 3. Records Consultant Recommended Policy, 4. City of North Port Code Sec. 2-362

Date	Ver.	Action By	Action	Result
10/7/2019	1	City Commission Workshop	consensus	
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TO: Honorable Mayor & Members of the North Port Commission

FROM: Peter D. Lear, CPA, CGMA, City Manager

TITLE: Public Records Request Policy and Procedures

Recommended Action

Review Public Records Request Policy and Procedures

Background Information

During the July 16, 2019 City Commission Budget Workshop, Commission discussed restructuring the Public Records Request Ordinance at the September 17, 2019 meeting. At the September 5, 2019 City Commission Meeting it was requested that the Public Records Request Policy be moved to the October 7, 2019 City Commission Workshop.

The attached Draft Public Records Request Policy encompasses City of North Port Code Section 2-362 and the Records Consultant, Matt Daugherty's, recommended plan. The draft policy has been reviewed by the City Attorney's office and was sent to Mr. Daugherty for his input. Items for further discussion based on Mr. Daugherty's review are:

1. Creating a list of readily available documents and including in the procedure that the list be reviewed regularly with department records coordinators
2. Concern with failure to pay (line 123) being payment of 100% for future requests.
3. Adding "labor cost" of the lowest paid employee (line 145).

Strategic Plan

Efficient and Effective Government

Financial Impact

N/A

Procurement

N/A

Attachments:

1. Presentation
2. Draft Public Records Request Policy
3. Records Consultant Recommended Policy
4. City of North Port Code Section 2-362

Prepared by: Heather Taylor, Interim City Clerk

Department Director: Heather Taylor, Interim City Clerk