



ST. CHARLES PARISH

OFFICE OF THE COUNCIL SECRETARY

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COUNCIL OFFICE MEMORANDUM

DATE: DECEMBER 22, 2025

TO: FILE

FROM: MICHELLE IMPASTATO
COUNCIL SECRETARY

RE: AMEND CODE OF ORDINANCE, CHAPTER 2, ADMINISTRATION,
ARTICLE I, IN GENERAL, SECTION 2-2, FEES OF COPIES DOCS: (A),
(B), AND ADDING (D)

On December 15, 2025, the St. Charles Parish Council adopted Ordinance No. 25-12-14 amending the St. Charles Parish Code of Ordinance, Chapter 2, Administration, Article I. In General, Section 2-2. Fees of copies of documents. (a), (b), and adding (d).

A copy of the ordinance is enclosed.

MI/mr

Enclosure

cc: Parish Council
Ms. Samanthe de Castro w/enclosure
Mr. Corey Oubre w/enclosure
Mr. Grant Dussom w/enclosure

2025-0359

INTRODUCED BY: MICHELLE O'DANIELS, COUNCILWOMAN, DISTRICT V
WALTER PILIÈ, COUNCILMAN, DISTRICT III

ORDINANCE NO. 25-12-14

An ordinance to amend the St. Charles Parish Code of Ordinance, Chapter 2, Administration, Article I. In General, Section 2-2. Fees of copies of documents. (a), (b), and adding (d).

WHEREAS, in keeping up with the volume of work involved in fulfilling public record requests, it is the desire of St. Charles Parish to revise and add fees to more clearly reflect the actual cost of reproduction of documents.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Code of Ordinances, Chapter 2, Administration, Article I. In General, Section 2-2. Fees of the copies of documents. (a) is hereby amended with current fee chart deleted in its entirety and replacing with new fee chart below.

	Paper Documents (Includes paper copy, printed photocopy, photostatic copy, etc.)	Electronic Documents
Viewing documents	Free	Free
Code of Ordinances	\$200.00	Free
Code of Ordinances-Supplements	\$30.00	Free
Zoning Ordinance of 1981 - Code Book-Appendix A	\$0.50/pg. Maximum Charge \$150.00	Free
Subdivision Regulations of 1981-Code Book-Appendix C	\$0.50/pg. Maximum Charge \$150.00	Free
Bid specification packet	\$0.50/pg. or As determined in bid advertisement	0.50/pg. or As determined in bid advertisement
Bid Results	\$0.50/pg.	0.50/pg.
Any adopted long range plan	\$50.00	Free
Budget book	\$30.00	N/A
Unaudited financial statements	\$0.50/pg. (Maximum Charge \$100.00)	Free
Audited financial statements	\$0.50/pg. (Maximum Charge \$100.00)	Free
Miscellaneous documents	\$0.50/pg.	Public Portal / 1-10/pgs - Free
Miscellaneous documents	\$0.50/pg.	Public Portal / 11-100/pgs - \$5.00 (\$5.00 per 100/pgs thereafter, Maximum Charge \$5,000.00)
Miscellaneous council records generated on plotter printer, per sheet	\$5.00	N/A
E-mail Requests (terms, names and date parameters must be furnished by the requester)	\$0.50/pg.	0.25/pg.
Hardware & Other	Fee	
DVD / DVD-R 4.7 GB - per DVD	\$0.50	
DVD duplication of video recording	\$5.00	\$5.00
USB Flash Drive 8 GB - per Flash Drive	\$9.00	
USB Flash Drive 16 GB - per Flash Drive	\$10.00	
Nonsufficient fund check fee	\$30.00	

GIS MAPS			
Size	Matte	Glossy	Laminated
8.5 x 11	\$2.00	\$3.00	\$4.00
8.5 x 14	\$3.00	\$4.00	\$5.00
11 x 17	\$4.00	\$5.00	\$8.00
18 x 24	\$8.00	\$11.00	\$17.00
26 x 39	\$18.00	\$25.00	\$39.00
42 x 60	\$44.00	\$62.00	\$97.00
Data—CD/DVD (general data, streets, parcels, etc.)			\$20.00
Custom—CD/DVD (data, extents, tables, etc.)			\$40.00
Imagery—DVD/hard drive (hi resolution aerial photos)			\$75.00 per grid
			\$500.00 whole parish on provided hard drive

The actual costs for postage shall be added to all documents which are mailed.

SECTION II. That the Code of Ordinances, Chapter 2, Administration, Article I. In General, Section 2-2. Fees of the copies of documents. (b) is hereby amending with new text underlined and deleted text in ~~strikethrough~~:

- (b) Either the parish council or the parish president may, whenever the council or the president shall deem it of public interest, waive the charge for any photostatic copy or copies of any ordinance, motion, resolution, or other record of any proceeding of the council. The council secretary may waive the charge for ~~any such copy of~~ copies requested by a governing body, a public official, ~~or~~ a parish board or agency, or public bidder.
- (c) Such fees as are collected under this section shall be the property of the parish and shall be accounted for by the officer or employee receiving same. All employees providing documents to the public shall complete the required invoice for proper billing at the time services are rendered.

SECTION III. That the Code of Ordinances, Chapter 2, Administration, Article I. In General, Section 2-2. Fees of the copies of documents. to add (d) is hereby adding with new text underlined:

(d) Payments for documents using a credit card will be subject to processing fees.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, COMARDELLE, O'DANIELS,
FISHER, DEBRULER
NAYS: NONE
ABSENT: NONE

And the ordinance was declared adopted this 15th day of December, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: *Holly Fonseca*
SECRETARY: *Michelle Infante*
DLVD/PARISH PRESIDENT: December 16, 2025
APPROVED: ☒ DISAPPROVED: ☐

PARISH PRESIDENT: *Math Jewell*
RETD/SECRETARY: December 19, 2025
AT: 8:45 am RECD BY: *[Signature]*