

2025-0359

INTRODUCED BY:
ORDINANCE NO. _____

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 new text underlined and deleted text in ~~strikethrough~~:

Sec. 2-2. - Fees of copies of documents.

(a) The parish desires to establish a uniform procedure to recover a portion of the expenses incurred in providing documents to the general public. The parish does hereby establish the following fee schedule to be used by all parish departments:

Document	Fee
Viewing documents	\$0.00
Code of Ordinances	50.00 <u>200.00</u>
Code of Ordinances-Supplements	30.00
<u>Zoning Ordinance of 1981 - Code Book-Appendix A</u>	<u>0.50/pg. for photostatic copies</u> <u>Maximum Charge \$150.00</u>
<u>Subdivision Regulations of 1981-Code Book-Appendix C</u>	<u>0.50/pg. for photostatic copies</u> <u>Maximum Charge \$150.00</u>
Bid specification packet	<u>0.50/pg. for electronic and/or photostatic copies</u> As determined in bid advertisement
<u>Bid Results</u>	<u>0.50/pg for electronic and/or photostatic copies</u>
Miscellaneous photostatic copies, Per page	0.25 <u>0.50/pg.</u>
Electronic Documents / <u>Public Records Portal</u> Transferred In Public Records Office (must purchase hardware from St. Charles Parish to transfer documents hardware fees listed below)	0.00 <u>1-10 pgs. 0.00</u> <u>11-100 pgs. 5.00</u> <u>5.00 per 100 pgs. thereafter</u> <u>Not to exceed \$5,000.00</u>
Electronic Documents / Public Records Portal	0.00
<u>Bulk e-mail Requests, terms, names and date parameters must be furnished by the requester</u>	<u>0.25/pg. provided electronically through Public Records Request Portal</u>
DVD duplication of video recording	5.00 Hardware fee
<u>Hardware requests are subject to the following fees:</u>	<u>Hardware Fees</u>
DVD / DVD-R 4.7 GB - per DVD	0.35 <u>0.50</u>
USB Flash Drive 8 GB - per Flash Drive	9.00
USB Flash Drive 16 GB - per Flash Drive	10.00
Zoning Ordinance of 1981 - Code Book-Appendix A	40.00
Subdivision Regulations of 1981-Code Book-Appendix C	7.00
Miscellaneous council records generated on plotter printer, per sheet	5.00
Any adopted long range plan	50.00
Budget book	30.00
Unaudited financial statements	35.00 <u>0.50/pg. for photostatic copies</u> <u>Maximum Charge \$100.00</u>
Audited financial statements	35.00 <u>0.50/pg. for photostatic copies</u> <u>Maximum Charge \$100.00</u>
Nonsufficient fund check fee	30.00
Mailing labels on computer diskette(s), per label \$50.00 minimum fee	0.05

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:

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

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____