

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Set Public Hearing for June 13, 2023 at 6:00 PM at the Everglades Recreation Center, 5497 Marsh Bend Trail, The Villages, FL 34785 to Amend Chapter 2 Administration, Article I In General, to adopt Section 2-4 Lien Searches and Estoppel Letters (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting

DATE OF MEETING: 5/9/2023

CONTRACT: N/A

Vendor/Entity: _____

Effective Date: _____

Termination Date: _____

Managing Division / Dept: **Administrative Services**

BUDGET IMPACT: Revenue from Lien Searches and Estoppel Letters

FUNDING SOURCE: _____

Type: Annual

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

Administrative Services receives frequent requests to check for open permits, code enforcement violations, and liens ordered by Sumter County. These are currently being processed as a public records request but vendors are requesting letters certifying the presence or absence of these records. This differs from a records request as it involves creating a public record.

When Administrative Services began administration of Code Enforcement, it was discovered that these requests take a significant amount of time to process. Tracking the number of search and certification requests started on 1/1/22. Since then, there are approximately 150-200+ lien searches per month. A survey of surrounding counties showed these costs range from \$25 to \$100. Some counties have no fee as they require them to search for the information themselves. The established fee with this ordinance will be \$25.00 to cover the staff costs related to researching and producing the letter. Once established, this fee may be increased or decreased by resolution of the Board.

With the establishment of the ordinance, we will create a website page detailing how to request public records or the option to request a letter for a fee of \$25. The letter will list any open permits, code violations, or liens and will have a notarized signature. We will process any future requests for the records listed in the letter as a public records request.

Prepared by: Leslie Smith

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