

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: 6:00 PM - Public Hearing to Consider Amending 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: 6/13/2023

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.

With the establishment of the ordinance, we will create a website page detailing how to request public records or the option to request a certified letter for a fee of \$25. The certified 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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