



City of Coral Gables
CITY COMMISSION MEETING
November 15, 2016

ITEM TITLE:

A Resolution of the City Commission of Coral Gables, Florida amending Ordinance No. 2015-17, as amended, to establish fees by the City Clerk's Office; providing for a severability clause, and providing for an effective date.

DEPARTMENT HEAD RECOMMENDATION:

Approval.

BRIEF HISTORY:

In June of 2012 the City Clerk's Office implemented a new process by which constituents would be able to record their documents with the Miami-Dade County Recorder's Office electronically. The City Clerk's Office contracted with a company called Simplifile to provide such services. We have averaged over 300 documents per month consistently, saving both time and money to our users. We continue to improve our e-recording process and most recently eliminated close to fifty percent of the trips to City Hall by implementing a procedure whereby the recorded documents are e-mailed to the requestors and the Inspector's Division of Development Services. Miami Dade County Recorder's Office charges \$10.00 for the first page and \$8.50 for every additional page submitted. In addition, Simplifile charges \$2.00 per document regardless of the number of pages. The City of Coral Gables does not charge a fee for the services rendered and just passes the cost to the requestors, because of this, we are unable to accept credit cards payments and our customers are regularly inconvenienced by having to look for an ATM or other forms of payment. The City of Coral Gables City Clerk's Office is looking to add a \$1.00 administrative fee per document, thus allowing the City Clerk's Office to cover the percentage cost associated with accepting credit card transactions.

ADVISORY BOARD/COMMITTEE RECOMMENDATION:

Date	Board/Committee	Comment

APPROVED BY:

City Clerk	City Attorney	City Manager