

ORDINANCE NO. 232

AN ORDINANCE AMENDING FEES AND PROCEDURES FOR OPEN RECORDS REQUESTS IN ORDINANCE NO. 31.

IT IS HEREBY ORDAINED BY THE GOVERNING BODY OF THE CITY OF LINN VALLEY, KANSAS:

Section 1. Ordinance No. 31, Section 12 is amended to read in its entirety:

“Section 12. INSPECTION FEE.

A record inspection fee shall be charged at the rate of \$35.00 per hour per employee engaged in the record search. A minimum charge of \$35.00 shall be charged for each such request.

Section 2. Ordinance No. 31, Section 13 is amended to read in its entirety:

“Section 13. COPYING FEE.

(a) A fee of \$0.30 per page shall be charged for photocopying public records, such fee to cover the cost of labor, materials, and equipment.

(b) For copying any public records which cannot be reproduced by the city’s photocopying equipment, the requester shall be charged the actual cost to the city, including staff time, in reproducing such records.

Section 3. Ordinance No. 31, Section 14 is amended to read in its entirety:


“Section 14. PREPAYMENT OF FEES.

(a) A record custodian may demand prepayment of fees established by this article whenever he or she believes this to be in the best interest of the city. The prepayment amount shall be an estimate of the inspection and/or copying charges accrued in fulfilling the record request. Any overage or underage in the prepayment shall be settled prior to the inspection of the requested record or delivery of the requested copies.

(b) Prepayment of inspection and/or copying fees shall be required whenever, in the best estimate of the record custodian, such fees are estimated to exceed \$20.00. No record shall be made available to the requester until such prepayment has been made.

Section 4. This Ordinance shall become effective upon its approval, the publication of a summary hereof in the official Newspaper of the City for one week, and the publication of the entire Ordinance on the City's official website, [www.linnvalleyks.com](http://www.linnvalleyks.com), for a minimum of one week.

ORDAINED THIS 11<sup>TH</sup> DAY OF OCTOBER 2021.



Cindy Smith Mayor

ATTEST:



Karen Siffring City Clerk

