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3 **CITY OF COVINGTON**
4 **ORDINANCE NUMBER 2021-18**

5
6 **AN ORDINANCE OF THE CITY OF COVINGTON AMENDING**
7 **THE ESTABLISHED AND ADOPTED CHAPTER 83, FEES,**
8 **ARTICLE III. PUBLIC RECORDS REQUEST FEES,**
9 **SEC. 83-3. SCHEDULE OF PUBLIC RECORDS REQUEST FEES.**
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11
12 **WHEREAS**, there is a need for a current uniform fee schedule for public
13 records requests for departments within the City of Covington; and

14 **WHEREAS**, by law, a public records request must be responded to within
15 seventy-two (72) hours which often requires employees to abandon their daily
16 routine duties to fulfill such requests and in order to accommodate such requests
17 within this time frame, there needs to be assessed minimum administrative
18 charges; and

19 **WHEREAS**, there is a need to adopt a uniform administrative policy
20 addressing the handling of public records requests; and

21 **WHEREAS**, the following chart depicts the recommended fee schedule for
22 public records requests; and

23 **WHEREAS**, the Covington City Council deems this fee schedule for public
24 records requests appropriate to protect the health, safety and welfare of the citizens
25 of Covington; and

26 **WHEREAS**, the City Council has held its public hearing in accordance with
27 law,

28 **NOW, THEREFORE**, be it ordained by the City Council of the City of
29 Covington, at its regular session convened, that Chapter 83 Fees, Article III. Public
30 Records Request Fees, Sec. 83-3. Schedule of public records request fees, be
31 established to read as follows:

32 Sec. 83-3. Schedule of public records request fees.

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34 (A) Documents

- 35 (1) Copies-Black & White \$1.00 per page
36 (2) Copies-Color \$2.00 per page
37

38 (B) Maps and Plans/Specs

- 39 (1) 8.5 x 11 \$5.00 per page
40 (2) 8.5 x 14 \$7.00 per page
41 (3) 11 x 17 \$10.00 per page
42 (4) 36 x 36 \$35.00 per page
43 (5) Map on CD ~~\$15.00~~ **\$20.00**
44 (6) Map on DVD ~~\$20.00~~ **\$25.00**

1	(7)	DVD	\$20.00	\$25.00
2	(8)	Zip Drive	\$25.00	
3	(9)	Construction Plans/Specs		
4	(a)	Residential	\$50.00	
5	(b)	Commercial	\$100.00	

6
7 Any map/plans/specs reproduction larger than 36 x 36 will be based on actual cost
8 of reproduction.

9
10 (C) CD/DVD/Cassette Tape Reproduction

11 (1) Cost based on actual cost of reproduction.

12
13 (D) It is specifically determined by the City that any document or material
14 transferred to any media (i.e., more than one map transferred to digital CD
15 or DVD media), then each document transferred shall be considered as a
16 separate item. For example, three one-page documents transferred to a CD
17 shall be considered as three pages at \$1.00 per page plus ~~\$15.00~~ \$20.00 and
18 three one-page documents transferred to a DVD or Zip Drive shall be
19 considered as three pages at \$1.00 per page plus ~~\$20.00~~ \$25.00. The
20 requesting party shall be responsible to pay the cost of each document
21 transferred and the hereinabove scheduled cost of the applicable media used.

22
23 (E) Electronic transmission of any and all public records requests shall be
24 charged at the same rate as regular reproduction per page and per
25 department.

26
27 (F) Any research not specifically listed above shall be at the rate of \$25.00 per
28 hour or as established by each department manager/director.

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31 **BE IT FURTHER ORDAINED** that the City of Covington's Schedule of
32 fees for public records requests shall become effective on December 14, 2021,
33 unless the effective date is further extended by order of the City Council;

34 **BE IT FURTHER ORDAINED** that if any provision of this ordinance
35 shall be held to be invalid, such invalidity shall not affect other provisions herein
36 which can be given effect without the invalid provision and to this end the
37 provisions of this ordinance are hereby declared to be severable.

38 This ordinance having been submitted in writing, having been read by title
39 and adopted at a public meeting of the City Council of the City of Covington, State
40 of Louisiana, was then submitted to an official vote as a whole, the vote thereon
41 being as follows:

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MOVED FOR ADOPTION by _____, seconded by _____.

YEAS: **NAYS:**
ABSTAIN: **ABSENT:**

PASSED AND ADOPTED this 2ND day of November, 2021.

/s/ _____
LARRY ROLLING
COUNCIL PRESIDENT

/s/ _____
JOANN D. RUCKER
COUNCIL CLERK

Presented to the Mayor this ____ day of November, 2021, at ____ o'clock A.M.

/s/ _____
JOANN D. RUCKER
COUNCIL CLERK

Approved __ or Vetoed __ by the Mayor on this ____ day of November, 2021.

/s/ _____
MARK R. JOHNSON
MAYOR

Received from the Mayor this ____ day of November, 2021, at ____ o'clock .M.

/s/ _____
JOANN D. RUCKER
COUNCIL CLERK