CITY OF COVINGTON
ORDINANCE NUMBER 2021-18

AN ORDINANCE OF THE CITY OF COVINGTON AMENDING THE ESTABLISHED AND ADOPTED CHAPTER 83, FEES, ARTICLE III. PUBLIC RECORDS REQUEST FEES, SEC. 83-3. SCHEDULE OF PUBLIC RECORDS REQUEST FEES.

WHEREAS, there is a need for a current uniform fee schedule for public records requests for departments within the City of Covington; and

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

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

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

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

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

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

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

(A)	<u>Documents</u>		
	(1)	Copies-Black & White	$1.00 per page
	(2)	Copies-Color	$2.00 per page
(B)	<u>Maps and Plans/Specs</u>		
	(1)	8.5 x 11	$5.00 per page
	(2)	8.5 x 14	$7.00 per page
	(3)	11 x 17	$10.00 per page
	(4)	36 x 36	$35.00 per page
	(5)	Map on CD	~~$15.00~~ $20.00
	(6)	Map on DVD	~~$20.00~~ $25.00

(7) DVD ~~$20.00~~ $25.00
(8) Zip Drive $25.00
(9) Construction Plans/Specs
(a) Residential $50.00
(b) Commercial $100.00

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

(C) CD/DVD/Cassette Tape Reproduction
(1) Cost based on actual cost of reproduction.

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

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

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

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

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

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

MOVED FOR ADOPTION by Ludwig, seconded by Botsford.

YEAS: 6 **NAYS: 0**

ABSTAIN: 0 **ABSENT: 1**

PASSED AND ADOPTED this 9th day of December, 2021.

/s/_____
LARRY ROLLING
COUNCIL PRESIDENT

/s/_____
JOANN D. RUCKER
COUNCIL CLERK

Presented to the Mayor this 10th day of December, 2021, at 10:30 o'clock A.M.

/s/_____
JOANN D. RUCKER
COUNCIL CLERK

Approved X or Vetoed __ by the Mayor on this 10th day of December, 2021.

/s/_____
MARK R. JOHNSON
MAYOR

Received from the Mayor this 10th day of December, 2021, at 2:00 o'clock P.M.

/s/_____
JOANN D. RUCKER
COUNCIL CLERK