ORDINANCE # 2023-18
INTRODUCED BY VERRET
DATE INTRODUCED 9-12-2023
ITEM NUMBER 2023-09-01
PUBLIC HEARING 10-3-2023
ADOPTED/TABLED 10-3-2023
EFFECTIVE
BOOK # PAGE #
RECORDATION #
AMENDED BY ORDINANCE #
DATE AMENDED

ADOPTION

INTRODUCTION

CITY OF COVINGTON
ORDINANCE NUMBER 2023-18

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)	Documents		
	(1)	Copies-Black & White	$1.00 per page
	(2)	Copies-Color	$2.00 per page
(B)	Maps and Plans/Specs		
	(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)	~~36x36~~ 24 x 36	$35.00 per page
	(5)	Map on CD	$20.00 per page
	(6)	Map on DVD	$25.00 per page

(7)	Map on Flash Drive	$25.00 per page
(8)	DVD	$25.00
(9)	~~Zip Drive~~ Flash Drive	$25.00
(10)	Construction Plans/Specs	
	(a) Residential	$50.00
	(b) Commercial	$100.00
(11)	Custom Map Rate	$25.00 per Hour (Quarter Hour Increments)

Any map/plans/specs reproduction larger than 24 x 36 will be based on actual cost of reproduction. More than one map transferred to any digital media is considered as a separate item and charged accordingly.

(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 DVD, or ~~Zip Drive~~ Flash Drive 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 $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 $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.

(G) GIS Digital Layers are $25.00 per layer. Customized layers not currently stored in GIS are 25.00 per hour (Quarter Hour Increments)

Zoning and Planning
Zoning
Lots (Lots of Record)
Revoked Streets
Revoked Alleys
Annexations
Squares
Boundary
City Boundary
Subdivisions

City Council Districts
Locations
Landmarks
Points of Interest
Schools
Cultural, Recreation, & Historic
Parks Area
Parks Point
Rec Facility Point
Trails
St. John NRHP District
Historic District

BE IT FURTHER ORDAINED that the City of Covington's Schedule of fees for public records requests shall become effective on October 18, 2023, 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 Verret, seconded by Rolling.

YEAS: 6 **NAYS:** 0

ABSTAIN: 0 **ABSENT:** 1

PASSED AND ADOPTED this 3rd day of October, 2023.

/s/
LARRY ROLLING
COUNCIL PRESIDENT

/s/ JoAnn D. Rucker
JOANN D. RUCKER
COUNCIL CLERK

Presented to the Mayor this 4th day of October, 2023, at 8:00 o'clock A.M.

/s/ JoAnn D. Rucker
JOANN D. RUCKER
COUNCIL CLERK

Approved ✓ or Vetoed __ by the Mayor on this 4th day of October, 2023.

/s/ Mark R. Johnson
MARK R. JOHNSON
MAYOR

Received from the Mayor this 4th day of October, 2023, at 9:00 o'clock ~~A~~.M.

/s/ JoAnn D. Rucker
JOANN D. RUCKER
COUNCIL CLERK