

STAFF REPORT REGULAR MEETING

AGENDA DATE: June 3, 2025

DEPARTMENT: City Clerk

TITLE:

Ordinance No. 2025-03 – Second Reading - amending the special service charge for public records requests

SUMMARY:

Requesting that the fees for public records requests be charged after half an hour.

BACKGROUND AND JUSTIFICATION:

The City implemented fees for public records requests in 2009 (Ordinance 2009-16). Before that time, no fees were charged to fulfil requests, many of which take many hours to satisfy. At that time a special service charge was added for any requests taking more than one hour to answer. Some requesters are putting in multiple requests to avoid paying any fees. Many municipalities charge for the entire time it takes to fulfil the requests or after only 15 minutes. The City Clerk is requesting that the charge start after a half hour for a records request.

The ordinance passed unanimously on first reading at the May 20, 2025 commission meeting.

MOTION:

Move to approve/disapprove Ordinance 2025-03, amending the special service charge for public records requests.

ATTACHMENT(S):

Ordinance 2025-03