

A BILL TO CREATE AN ORDINANCE ENTITLED:

“AN ORDINANCE AMENDING SECTION 2-1, SUBSECTION 19-L, OF THE CENTRALIA CITY CODE, BEING THE CITY OF CENTRALIA WRITTEN POLICY CONCERNING MEETINGS, RECORDS, AND VOTES IN REGARD TO THE STATE OPEN MEETINGS AND RECORDS LAW.”

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF CENTRALIA, MISSOURI, as follows:

SECTION 1. Section 2-1 of Subsection 19-L of the Centralia City Code is hereby changed, altered and amended so as to read as follows:

L. Except as provided below, the charges shall be as follows: ~~Five cents (\$0.05)~~ **Ten cents (\$.10)** per page (for paper copies not larger than nine (9) inches by fourteen (14) inches), ~~for duplication costs; ten dollars (\$10.00) per hour (prorated by quarters of an hour) for document searches by City employees; and ten dollars (\$10.00) per hour (prorated by quarters of an hour) for providing access to the specialized public records described above in this paragraph and for programming, if necessary, with copies of such items being twenty five cents (\$0.25) per item or page or one dollar (\$1.00) plus the actual cost of blank media for tape or computer disks.~~ **with the hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time required for fulfilling records request may be charged at the actual cost of research time. Based on the scope of the request, the public governmental body shall produce the copies using employees of the body that result in the lowest amount of charges for search, research, and duplication time. Prior to producing copies of the requested records, the person requesting the records may request the public governmental body to provide an estimate of the cost to the person requesting the records. Documents may be furnished without charge or at a reduced charge when the public governmental body determines that waiver or reduction of the fee is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the public governmental body and is not primarily in the commercial interest of the requester;** Fees for maps, blueprints or plats that require special expertise to duplicate may include the actual rate of compensation for the trained personnel required to duplicate such maps, blueprints or plats. If programming is required beyond the customary and usual level to comply with a request for records or information, the fees for compliance may include the actual costs of such programming. Documents may be copied, documents may be searched for by City employees and access may be provided, without charge, under the following circumstances:

1. Single copies of ordinances and regulations may be provided without charge to any person, upon request, to enable said person to comply with said ordinances and regulations. Single copies of ordinances and regulations may be provided without charge to another governmental entity upon request.
2. Copies of documents may be provided without charge in compliance with or incident to fulfillment of a contract obligation, when the City of Centralia is a party to said contract.
3. Copies of documents may be provided without charge to any person, organization or governmental entity when the official or employee of the City of Centralia who is dealing with said person, organization or governmental entity determines that providing said documents is in the public interest:
 - (a) In furthering a common purpose; or
 - (b) In performing an activity desired by the City of Centralia; or
 - (c) In achieving a result desired by the City of Centralia; or
 - (d) Because it is likely to contribute significantly to public understanding of the operations or activities of the City and is not primarily in the commercial interest of the requester.
4. Copies of documents may be provided without charge when required to be provided incident to any legal proceeding involving the City of Centralia.
5. Single copies of the agenda of any future meeting of any board, committee or commission of this municipality may be provided to any person, upon request.
6. No charge shall be made for copies of documents, document searches or access provided when the requester is an official or employee of the City of Centralia and the request is pursuant to official City business

The person requesting the public records may request the custodian to provide an estimate of the cost to copy the public records, before the City produces the copies. Unless prior written consent is given by the custodian, payment shall be made before or at the time public records

are duplicated. At any time, the custodian may require that advance payment be made before public records are duplicated, including when the number of public records being requested to be duplicated is large. With written consent of the custodian, payment for duplication costs may be made by the requester on a date after duplication has been performed. Payment for document searches by City employees, for providing access to the specialized public records and for programming shall be made upon completion of the search, upon the completion of providing access and/or completion of the programming.

SECTION 2. This Ordinance shall be in full force and effect from and after its passage and approval.

Read two times by title only and PASSED by the Board of Aldermen and APPROVED by the Mayor this the 20th Day of February 2024.

Alderman Wilkins: Yes
Alderman Hudson: Yes
Alderman Cox: Yes

Alderman Deckerd: Yes
Alderman Rodgers: Yes
Alderman Magley: Absent

Chris Cox, Mayor

ATTEST:

Marilyn Dick, City Clerk