

ORDINANCE NO. 656

AN ORDINANCE MODIFYING INSPECTION FEE AND COPYING FEE OF THE CITY OF ST. FRANCIS, KANSAS BY AMENDING SECTIONS 1-511 AND 1-512 OF ARTICLE 5 OF CHAPTER 1 OF THE 2015 CODE OF THE CITY OF ST. FRANCIS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ST. FRANCIS, KANSAS, that Sections 1-511 and 1-512 of Article 5 of Chapter 1 of the 2015 Code of the City of St. Francis, is hereby amended to read as follows:

1-511 **INSPECTION FEE-** (a) Where a request has been made for inspection of any open public record which is readily available to the record custodian, there shall be no inspection fee charged to the requester.

 (b) In all cases not covered by subsection (a) of this section, a record inspection fee shall be charged at the rate of \$25 per hour per employee engaged in the record search.

 (Code 1994; Code 2003; Code 2015; Ordinance 656)

1-512 **COPYING FEE-** (a) There shall be no fee for photocopying of public records for a request which totals ten (10) pages or less. For requests which total more than 10 pages, a fee of \$.10 per page shall be charged for photocopying public records, such fee to cover the cost of labor, materials and equipment.

 (b) For copying any public records which cannot be reproduced by the city's photocopying equipment, the requester shall be charged the actual cost to the city, including staff time, in reproducing such records.

 (Code 1994; Code 2003; Code 2015; Ordinance 656)

This amendment to the 2015 Code of the City of St. Francis, Kansas shall be effective upon its publication in the *St. Francis Herald and Bird City Times*.

ADOPTED AND APPROVED by the governing body, this 22nd day of September, 2025.

/s/ AMANDA MILNE, Mayor
City of St. Francis, Kansas

ATTEST:
/s/ Jennifer Blair, City Treasurer
City of St. Francis, Kansas