

(First Published in the Lincoln Sentinel-Republican, October 22, 2025)

ORDINANCE NO. 765

AN ORDINANCE AMENDING SECTION 1-612 AND SECTION 1-613 OF ARTICLE 6 OF CHAPTER I OF THE CODE OF THE CITY OF LINCOLN CENTER, KANSAS, RELATING TO OPEN PUBLIC RECORDS INSPECTION FEES AND COPYING FEES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LINCOLN CENTER, KANSAS:

SECTION 1: SECTION 1-612 OF THE CODE OF THE CITY OF LINCOLN CENTER IS AMENDED TO READ AS FOLLOWS:

1-612 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 as prescribed in Section 1-610.

(c) No inspection fee will be assessed when a denial of a request is made.

SECTION 2: SECTION 1-613 OF THE CODE OF THE CITY OF LINCOLN CENTER IS AMENDED TO READ AS FOLLOWS:

1-613 COPYING FEE. (a) A fee shall be charged for photocopying public records, which shall cover the cost of labor, materials, and equipment. Fees shall not exceed the actual cost of furnishing the requested records, including the cost of staff time required to make the information available. Actual costs may include the cost to review and redact the requested records but shall not include incidental costs incurred that are not attributable to furnishing the requested records. The fee shall be as prescribed in Section 1-610.

(b) A fee shall be charged for facsimile transmission of public records, which shall cover the cost of labor, materials, and equipment. The fee shall be as prescribed in section 1-610.

(c) In the case of fees for providing access to records maintained on computer facilities, the fees shall include only the cost of any computer services, including staff time required.

(d) If the public agency incurs costs for staff time to provide access to or furnish copies of public records, the agency shall use in good faith the lowest-cost category of staff reasonably necessary to provide access to or furnish copies of public records. Charges for staff time shall be based on the employee's salary or hourly wage. Charges for staff shall not include the costs of employee benefits.

SECTION 3: FORMER SECTIONS 1-612 AND 1-613 OF THE CODE OF THE CITY OF LINCOLN CENTER ARE HEREBY REPEALED.

SECTION 4: THIS ORDINANCE SHALL TAKE EFFECT AFTER PUBLICATION
IN THE OFFICIAL NEWSPAPER OF THE CITY OF LINCOLN CENTER, LINCOLN
COUNTY, KANSAS.

Passed and approved by the council and mayor of the City of Lincoln Center, Kansas this 13th
day of October 2025.

APPROVED:

By: /s/ Travis Schwerdtfager
Mayor

Attest: (seal)

By: /s/ Heather N. Hillegeist
City Clerk