(Published in The Morning Sun October 30, 2026)

ORDINANCE NO. G-1409

AN ORDINANCE amending Section 2-276 of the Pittsburg City Code to update the fees and procedures for photocopying public records.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS:

Section 1. Section 2-276 of the Pittsburg City Code is amended to read as follows:

Sec. 2-276. Copying fee.

(a) In addition to the charge in Section 2-275, a fee shall be charged representing the cost of staff time to make information available. Actual costs may include the cost to review and redact the requested records.

(b) If the City incurs costs for staff time to provide access to or furnish copies of public records, it 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 time shall not include the costs of employee benefits.

(c) Upon request the City shall provide to the person requesting access to or copies of public records an itemized statement of costs incurred by the City and charged to such requester. Such itemized statement shall include, but not be limited to, the hourly rates charged for each employee involved in making the requested records available and an itemized list of any other fees charged to provide access to or furnish copies of the requested records.

(d) When the staff time needed to respond to a records request will exceed five (5) hours or the estimated actual cost for staff time needed to fill the request exceeds $200.00, the City shall make reasonable efforts to contact the requester and engage in interactive communication about mitigating costs to fill the request. The requester is not obligated to mitigate costs.

(e) When the City has made reasonable efforts to contact the requester pursuant to this section and the requester has failed to respond by the end of the third (3rd) business day, the records request will be deemed to be withdrawn until a subsequent contact has been made by the requester to the City.

Section 2. This Ordinance shall take effect and be in force following its passage and publication of its summary in the official City newspaper.

PASSED AND APPROVED BY THE GOVERNING BODY ON THIS 27th

DAY OF OCTOBER, 2026.

Chuck Munsell

Mayor – Chuck Munsell

ATTEST:

Tammy Nagel

Tammy Nagel - City Clerk

CITY OF PITTSBURG
CITY CLERK
CRAWFORD COUNTY KANSAS