

(Motion was made by LAURA KESSNER, seconded by CHRISTOPHER WADDE, and passed by a vote of 0 to 3, that the following Ordinance be passed.)

ORDINANCE NO. 2024-007

AN ORDINANCE OF THE TOWN OF WOODLOCH, TEXAS, ESTABLISHING FEES FOR OPEN RECORDS REQUESTS; LIMITING THE NUMBER OF HOURS FOR PUBLIC INFORMATION REQUESTS; REQUIRING PAYMENT OF OVERDUE BALANCES PRIOR TO PROCESSING NEW REQUESTS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Texas Government Code, Chapter 552, requires governmental bodies to establish fees for the processing of Open Records requests; and

WHEREAS, the Town of Woodloch recognizes the necessity of establishing reasonable fees to ensure compliance with state law while also providing transparency to its citizens; and

WHEREAS, due to limited staffing, it is essential to set a maximum limit of six hours per year for each individual making Open Records requests; and

WHEREAS, it is the intent of the Town of Woodloch to require payment of any overdue balances exceeding \$100 in full prior to processing new Public Information Requests (PIRs);

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WOODLOCH, TEXAS:

SECTION 1. ESTABLISHMENT OF FEES

The following fees are established for processing Open Records requests pursuant to the Texas Government Code Section 552:

1. **Labor Fees:**
 - Basic Clerk Labor: \$30.00 per hour
 - Advanced Clerk Labor: \$40.00 per hour
2. **Mileage:** \$0.67 per mile or per the US Gov't Rate established the year request is made. Whichever is higher.
3. **Copying Fees:**
 - Standard Copies: \$0.10 per page (unknown quantity)
 - Oversized Paper Copies: \$0.50 per page
 - Specialty Paper Copies: \$1.50 per page
4. **Special Copies:**
 - Blueprints or Mylar: Actual cost
 - Diskettes/CDs: \$1.00 each
 - DVDs: \$3.00 each
5. **Body Worn Camera Recordings:** Fee set by the Attorney General (none expected).
6. **Postage:** Actual cost
7. **USB Drives:** \$15.00 each
8. **Third-Party Fees:** Actual cost

SECTION 2. MAXIMUM LIMIT ON PUBLIC INFORMATION REQUESTS

Each individual may submit a maximum of six hours of Public Information Requests (PIRs) per calendar year. Requests exceeding this limit will not be processed until the next calendar year.

SECTION 3. OVERDUE BALANCES

Any individual or entity requesting Open Records must remit full payment of all overdue balances exceeding \$100 to the Town of Woodloch prior to the commencement of processing any new Public Information Requests.

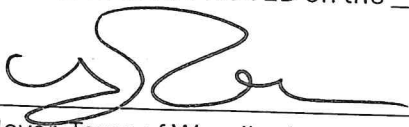
SECTION 4. SEVERABILITY

If any provision of this Ordinance is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

SECTION 5: EFFECTIVE DATE

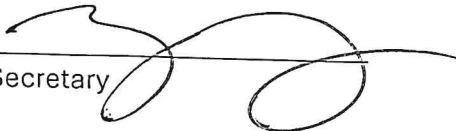
This Ordinance shall become effective and be in full force of and from October 24, 2024.

PASSED AND APPROVED on the 24 day of October, 2024.



Mayor, Town of Woodloch

ATTEST:

By: 

City Secretary