

**THE CITY OF THE HIGHLANDS**  
**RESOLUTION No. 2021-0066**

**A RESOLUTION IDENTIFYING GENERAL POLICIES AND PROCEDURES OF THE CITY OFFICE FOR A THIRD CLASS CITY, CITY OF THE HIGHLANDS, KANSAS.**

**Whereas**, it is within the job description of the City Clerk to serve as the liaison between the city council and the public;

**Whereas**, it is the Clerk's mission to maintain and provide public records (K.S.A. 45-215 et.seq), quality services, and assistance to the public in a courteous, timely and cost effective manner;

**Whereas**, it is normal and customary for any city to establish available hours;

**Whereas**, it is normal and customary to have established policies and procedures for the obtaining public documents;

**Whereas**, one copy of a code shall be filed in the office of the City Clerk and shall be designated as and shall constitute the official ordinance book. Three additional copies shall be filed in the office and designated for use by the public; and

**Whereas**, a charge for providing access to public records is authorized by state law and has been established by the city governing body.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of The Highlands as follows;

SECTION 1. **Agreement.** The Council is dedicated to understanding and fulfilling the needs of the citizens of this City. We desire to provide high quality responsive services to our citizens, delivered through commitment to team work and professionalism.

SECTION 2. **Implementation.** The council directs that the following policies/procedures be established:

- a. Appointments must be made 48 hours in advance with City Clerk.
- b. Requests for records or code books must be made via City email found on the City website. The request must include identity of sender, document(s) requested and purpose of request.
- c. Responses to the city email will occur within three (3) business days (K.S.A. 45-217).
- d. Any individual involved with the City Council or appointed positions are not responsible for personal messages from City residents. Messages must go to the City Clerk, the City of The Highlands Records Custodian.
- e. Any requests for information from the City will be included in Agenda and Council minutes records.

f. Charges are set at a level to compensate the city for the actual costs incurred in honoring record requests. The fee schedule established by the city is as follows:

B/W copies	\$0.50 per page
Color copies	\$1.00 per page
Postage	At cost
Legal Review	At cost

g. Code books must be returned within two (2) weeks. Books not returned or lost must be replaced at borrower's expense.

SECTION 3. **Effective Date.** That the effects of this Resolution shall be in full force and effect after its approval by the City Council.

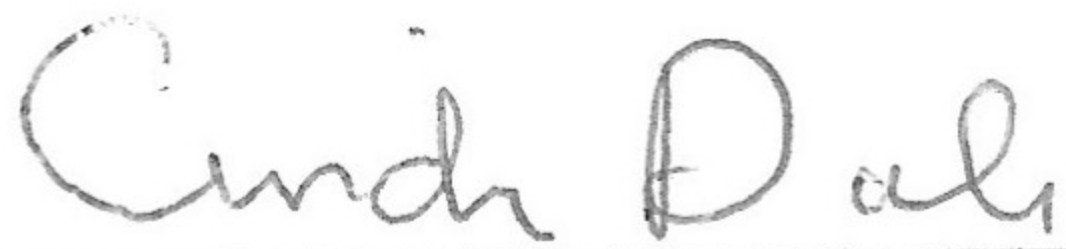
**PASSED AND APPROVED** by the City Council of the City of the Highlands,  
Kansas this 13<sup>th</sup> day of May 2021.



\_\_\_\_\_  
Mayor, Carol Moore



ATTEST



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City Clerk, Cindy Dale