


## COUNCIL COMMUNICATION

 CITY OF DES MOINES OFFICE OF THE CITY MANAGER	Number:	<b>22-319</b>	Meeting:	<b>June 27, 2022</b>
	Agenda Item:	<b>41</b>	Roll Call:	<b>22-1013</b>
	Submitted by:	<b>Scott E. Sanders, City Manager</b>		

### AGENDA HEADING:

Ratifying Administrative Policy 1.06 as amended.

### SYNOPSIS:

On May 2, 2022, Governor Reynolds signed SF 2322 which will be effective July 1, 2022 and will amend Iowa Code Section 22.3 affecting how the City fulfills public records requests. While the City's existing public records policy served as the guide for the amendments to Section 22.3, there are a few changes that require City Council action to align the City's policy and the fees charged with state law.

### FISCAL IMPACT: NONE

### ADDITIONAL INFORMATION:

- Under the amended version, Iowa Code Section 22.3 requires fees charged to be reasonable and to be without charge if the request can be fulfilled in under 30 minutes. The City's current policy indicates that if fulfillment can be done within 15 minutes, then it can be without charge.
- Additionally, the Schedule of Fees and its related ordinances was reviewed for consistency with Section 22.3 as amended, and it has been determined that fees related to records in the Neighborhood Development Department, Fire Department, and Police Department were different from the fees identified in the City's policy and should be deleted for consistency and compliance with Iowa Code Section 22.3 as amended. These departments will now follow the reasonable fees identified in City's Policy 1.06.
- Generally, policies such as 1.06 are promulgated by the City Manager but because fees are identified within the policy, the Legal Department recommends that the City Council ratify Administrative Policy 1.06 as amended to support the fees established.

### PREVIOUS COUNCIL ACTION(S): NONE

### BOARD/COMMISSION ACTION(S): NONE

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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