



City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 230954

Submitted Department/Preparer: City Manager's Office

Revised 8/3/23

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

Executive Summary

Amending Chapter 2, Code of Ordinances, by repealing Section 2-115 relating to open meetings and records pursuant to the Sunshine Law and enacting in lieu thereof one new section of like number and subject.

Discussion

Sec. 2-115 of the Code of Ordinances of Kansas City, Missouri, addresses the City's policies pertaining to open meetings and records in accordance with the Missouri Sunshine Law (Chapter 610 of the Missouri Revised Statutes). The revisions to Sec. 2-115 as reflected by the introduction of this ordinance establish the change of the City's custodian of records from the City Communications Director to the newly-created position of the City Records Request Commissioner.

The City Records Request Commissioner is responsible for serving as the custodian of City records and monitoring all requests for records; ensuring all records requests received by the City are disseminated to the proper departments; coordinating with departments to ensure all requests are responded to and fulfilled timely and appropriately; and facilitating the Sunshine Law compliance efforts set forth in the revised Administrative Regulation 1-20 (Access to Public Records and Meetings).

The revisions to Sec. 2-115 establish clarification regarding the custodial responsibilities for City records requests and are consistent with the revisions also made to Administrative Regulation 1-20 regarding the City's policies and practices regarding the processing of records requests.

Fiscal Impact

1. Is this legislation included in the adopted budget? Yes No

2. What is the funding source?

Click or tap here to provide fund name(s) and the full account string.

3. How does the legislation affect the current fiscal year?
Click or tap here to enter text.
4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.
Click or tap here to enter text.
5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?
Click or tap here to enter text.

Office of Management and Budget Review
(OMB Staff will complete this section.)

1. This legislation is supported by the general fund. Yes No
2. This fund has a structural imbalance. Yes No
3. Account string has been verified/confirmed. Yes No

Additional Discussion (if needed)

Click or tap here to enter text.

Citywide Business Plan (CWBP) Impact

1. View the [FY23 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?
Finance and Governance (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
 - Reform the City's economic incentives to meet the policy objectives of the City Council
 - Ensure the resiliency of City government
 - Engage in workforce planning including employee recruitment, development, retention, and engagement
 - Ensure a responsive, representative, engaged, and transparent City government
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Prior Legislation

Ordinance 160850, passed December 1, 2016, codifying the City's open meetings and records policy and designating a sole custodian of records.

Service Level Impacts

The revisions to Sec. 2-115, accompanied with revisions to Administrative Regulation 1-20, reflect the City's current initiatives with respect to the efficient, timely, and accurate fulfillment of public records requests. These initiatives ensure continued compliance with the Missouri Sunshine Law; improved coordination between the City's custodian of records and all City departments receiving records requests; and furthers the goal of transparency between the City and the public.

Other Impacts

1. What will be the potential health impacts to any affected groups?
Click or tap here to enter text.
2. How have those groups been engaged and involved in the development of this ordinance?
Click or tap here to enter text.
3. How does this legislation contribute to a sustainable Kansas City?
Refining and improving the City's records request policies and practices, including establishing the City Records Request Commissioner as the City's custodian of records, will further the aforementioned goal of transparency between the City and the public, therefore facilitating and strengthening the trust of the public in its city government.
4. Department staff certifies the submission of any applicable Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), Non-Discrimination documents, and Letters of Intent to Subcontract (LOIs) to CREO prior to the legislation entry request in Legistar.

No - CREO's review is not applicable (Press tab after selecting)
Please provide reasoning why not:
Click or tap here to enter text.
5. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

No(Press tab after selecting)

6. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?

No(Press tab after selecting)