

ORDINANCE NO. 2026-O-052

AN ORDINANCE OF THE CITY OF LAREDO, TEXAS, AMENDING CHAPTER 2, “ADMINISTRATION,” ARTICLE I “IN GENERAL” OF THE CODE OF ORDINANCES SECTION 2-3 “FEES FOR CITY SERVICES” TO UPDATE SECTION 2-3 “FEES FOR CITY SERVICES” TO AMEND THE SCHEDULE OF FEES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, City of Laredo Public Health Department, is amending fees for services provided in order to address current operational needs; and,

WHEREAS, services are an essential part of public health and safety.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO THAT:

Section 1: Chapter 2, “Administration.” Article I “In General” of the City of Laredo Code of Ordinances, is hereby amended as follows:

ARTICLE I. – IN GENERAL

...

Chapter 2 – Administration.

Sec. 2-3. – Fees for city services.

- (a) Municipal court documents.
 - (1) Authorized. A fee for providing copies of municipal court documents is hereby authorized to be collected by the municipal court.
 - (2) Amount. A two dollar (\$2.00) fee will be charged for making copies of municipal court documents involved in any case.
 - (3) Use of fees collected. All fees collected for making copies of municipal court documents shall be used exclusively for purchase of copy supplies and maintenance of the copy operation.
- (b) Health department. The health department is hereby authorized to charge the following fees in relation to the health department's function as local registrar of births and deaths. In addition, the health department is authorized to charge fees in relation to the department's function as custodian of official medical records for the purpose of duplication. *Any additional fees assessed by a third-party vendor in connection with these services may be charged directly to, and shall be the responsibility of, the customer.*

Document
Charge

- (1) Certified copy of birth certificate, any size\$ 23.00
- (2) Certified copy of death certificate, first copy21.00

- (3) Certified copy of death certificate, additional copy4.00
 - (4) Search of birth or death records for genealogy (in addition to the cost of the birth certificate)23.00
 - (5) Search of birth or death records, where copy is not found23.00
 - (6) Plastic covers3.00
 - (7) Postage, certified mail, return receipt requested—U.S.~~Prevailing Rate~~ \$11.00
 - (8) Postage, certified mail, return receipt requested—Outside of the U.S. or priority and express mailPrevailing Rate
 - (9) Certified copy of birth certificate, any size, non-Laredo/Webb County but within the state23.00
 - (10) Copy of any health department record, excluding medical records, per page0.10
 - (11) Notarization of affidavit15.00
 - (12) Copy of medical record, for first twenty (20) pages25.00
Each additional page thereafter0.50
 - (13) Vital statistics processing fee for online and mail-in requests10.00
 - (14) Convenience fee for state packets1.00
 - (15) Burial transit fee20.00
- (c) City secretary's office. The city secretary is hereby authorized to charge the following fees in relation to the city secretary's function as custodian of official records or proceedings of the city council.
- (1) City Charter\$ 5.00
 - (2) Certification, other documents1.00
 - (3) Copies of documents (other governmental)15.00
 - (4) Verbatim transcript of minutes of any meeting; charge to be arranged between the requesting party and the city secretary on an hourly basis.
- (d) Charges for copies of public information, except as provided elsewhere herein.
- (1) Definitions.
 - a. Actual labor charges shall mean the personnel costs associated with taking requests, locating documents and reproducing the requested information and shall be computed at the rate of \$15.00 per hour, including fringe benefits except that in the case of a programmer, the rate shall be \$26.00 an hour, including fringe benefits.
 - b. Nonstandard size copy shall mean, if available, a copy of public information that is made available to a requestor in any format other than a standard size paper copy. Microfiche, microfilm, diskettes, magnetic tapes, CD-ROM, are examples of "nonstandard-size copies."
 - c. Programmer shall mean a person who develops or enhances high level code or computer language for a computer system in order to execute a specific process or application.
 - d. Readily available information shall mean information that already exists in printed form, or information that is stored electronically and is ready to be printed or copied without requiring programming, or information that already exists on microfiche or microfilm. Information that requires a substantial amount of time to locate or prepare for release, being that it is located in more than one (1) building or a remote storage facility is not "readily available information."
 - e. Standard-size copy shall mean a printed impression on one (1) side of a piece of paper that measures up to eight and one-half (8½) by fourteen (14) inches. Each

side of a piece of paper on which an impression is made is counted as a single copy. A piece of paper that is printed on both sides is counted as two (2) copies.

f. Overhead charge shall mean:

1. Whenever any personnel charge is applicable to a request, a governmental body may include in the charges direct and indirect costs, in addition to the specific personnel charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities and administrative overhead. If a governmental body chooses to recover such costs, a charge shall be made in accordance with the schedule set forth in this section.

2. An overhead charge shall not be made for requests for copies of fifty (50) pages or fewer of standard paper records.

(2) For open records requested by members of the public, the following charges shall be made:

a. [Standard paper copies.] The charge for standard paper copies of readily available information which is reproduced by means of an office machine copier or a computer printer shall be ten cents (\$0.10) per page for standard size copies.

b. [Cost of materials.] The charges in this subsection are to cover the cost of materials on to which information is copied and do not reflect any additional charges that may be associated with a particular request.

c. Personnel charge. With regard to personnel costs the following applies:

1. The charge for personnel costs incurred in processing a request for public information is twenty-six dollars (\$26.00) an hour for programming personnel and fifteen dollars (\$15.00) per hour for personnel other than programming, and the charge may include the actual time spent to locate, compile and reproduce the requested information.

2. No personnel charge shall be billed in connection with complying with requests that are for fifty (50) or less pages of paper records, unless the documents to be copied are located in:

i. Two (2) or more separate buildings that are not physically connected with each other: or

ii. A remote storage facility

3. Overhead charge20 percent
of personnel charge

d. The charges for nonstandard-size copies, if available, are as follows:

1. Diskette, each\$1.00

2. i. Magnetic tape—4 mm, each13.50

ii. Magnetic tape—8 mm, each12.00

iii. Magnetic tape—9-track, each11.00

3. i. Data cartridge—2000 series, each17.50

ii. Data cartridge—3000 series, each20.00

iii. Data cartridge—6000 series, each25.00

iv. Data cartridge—9000 series, each35.00

v. Data cartridge—600A, each20.00

4. i. Tape cartridge—250 MB, each38.00

ii. Tape cartridge—525 MB, each45.00

5. VHS video cassette, each2.50

- 6. Audio cassette, each1.00
- 7. Oversized paper copy, each0.50
- 8. Mylar (36-inch, 42-inch, and 48-inch):
 - i. 3-mil, per linear foot0.85
 - ii. 4-mil, per linear foot1.10
 - iii. 5-mil, per linear foot1.35
- 9. Blueline/blueprint paper (all widths), per linear foot0.20
- 10. OtherActual cost
- 11. DVD, each3.00
- 12. CD (RW or regular), each1.00
- 13. Other electronic mediaActual cost
- e. Postage and shipping charge: The actual cost of postage and shipping may be charged (if applicable) on any amount of copies requested.
- f. Microfiche or microfilm charge
 - 1. Paper copy, per page0.10
 - 2. Fiche or film copyActual cost
- g. Remote document retrieval chargeActual cost
- h. Computer resource charge
 - 1. Mainframe, per minute10.00
 - 2. Midsize, per minute1.50
 - 3. Client/server, per hour2.20
 - 4. PC or LAN, per hour1.00
- i. Miscellaneous suppliesActual cost.
- j. PhotographsActual cost
- k. Other costsActual cost
- l. Outsourced/contracted servicesActual cost
- m. No sales tax shall be applied to copies of public information.

(3) An officer for public information or the officer's agent may require a deposit for payment of anticipated costs for the preparation of a copy of public information if the charge is estimated to exceed one hundred dollars (\$100.00).

(4) A charge may not be imposed for making available for inspection and not a copy of any public information that exists in a paper record, except that if a requested page contains confidential information that must be edited from the record before the information can be made available, then the charge of ten cents (\$0.10) per page for the cost of the copy from which the information must be edited shall be made.

(e) Charges for credit card processing fees.

(1) A convenience fee of three (3) percent based on charges will be assessed on all credit card transactions processed through the internet and telephone payments (voice response system).

(2) Over-the-counter transactions and mail payments will not be assessed this fee.

(Ord. No. 82-29, §§ 1—3, 2-2-82; Ord. No. 82-46, §§ 1—3, 2-16-82; Ord. No. 83-20, § 1, 3-1-83; Ord. No. 87-173, § 1, 11-2-87; Ord. No. 89-191, § 1, 10-2-89; Ord. No. 90-49, § 1, 3-5-90; Ord. No. 95-109, § 1, 5-1-95; Ord. No. 97-022, § 1, 1-20-97; Ord. No. 98-221, § 1, 8-24-98; Ord. No. 2000-O-065, § 1, 3-20-00; Ord. No. 2000-O-168, § 1, 7-3-00; Ord. No. 2001-O-049, § 1, 2-26-01; Ord. No. 2001-051, § 2, 2-26-01; Ord. No. 2001-O-117, § 1, 6-18-01; Ord. No. 2002-O-153, § 1, 7-15-02; Ord. No. 2002-O-321, § 1, 12-16-02; Ord. No. 2003-O-137, § 1, 6-16-03; Ord.

No. 2005-O-331, § 1, 12-19-05; Ord. No. 2008-O-040, § 1, 3-10-08; Ord. No. 2008-O-231, § 1, 12-1-08; Ord. No. 2012-O-144, § 1, 9-17-12; Ord. No. 2013-O-059, § 1, 5-20-13; Ord. No. 2013-O-065, § 1, 5-20-13; Ord. No. 2022-O-147, § 1, 9-6-22)

Editor's note— Neither Ord. No. 82-29, adopted Feb. 2, 1982, nor Ord. No. 82-46, adopted Feb. 16, 1982, amended this Code. Sections 1—3 of Ord. No. 82-29 have been included as § 2-3(a), and §§ 1—3 of Ord. No. 82-46 have been included as subsection (b). Subsequently, § 1(a) of Ord. No. 83-20, adopted Mar. 1, 1983, reaffirmed the fee given in subsection (b)(2); and § 1(b) was added as § 2-3(c). These were, in turn, repealed by § 2 of Ord. No. 90-49, adopted Mar. 5, 1990. Section 1 of Ord. No. 90-49 has been included as a new subsection (b).

Cross reference— Birth and death certificate fees, § 15-2; fee for dismissal of traffic case, § 19-18.

This section does not and is not intended to exempt, change or modify the terms of any governing federal or state regulations which apply to the provision of animal care and service.

The City Manager “or designee” has the discretion to waive fees and costs during special circumstances, such as public health outbreaks, promotional events, and/(or) for high-risk populations and other affected groups.

Section 2. This ordinance shall be cumulative of all provisions of ordinances of the City of Laredo, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 3. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 4. The City Secretary of the City of Laredo is hereby directed to publish the proposed Ordinance as required by Section 2.09 of the Charter of the City of Laredo.

Section 5. That after its passage by City Council, this Ordinance shall be published one (1) time and become effective not less than sixty (60) days from the date of the public hearing on this Ordinance, in accordance with the City Charter.

**PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS
_____ DAY OF _____, 2024.**

DR. VICTOR D. TREVINO
MAYOR

ATTEST:

MARIO I. MALDONADO JR.
CITY SECRETARY

APPROVED AS TO FORM
DOANH T. NGUYEN, CITY ATTORNEY

AMBER R. HOLMES
ASSISTANT CITY ATTORNEY