

**Publication of Ordinances
Addendum to the City Clerk's Manual
Amends Page 3-14**

Effective July 1, 2012, cities are no longer required to publish regular ordinances in their entirety. The new law amends K.S.A. 12-3007 to provide cities the option of publishing a summary of the ordinance and putting the full text of the ordinance online.

1) Regular Ordinances. This legislation applies only to regular ordinances. Charter ordinances must still be published in their entirety for two consecutive weeks pursuant to Article 12, § 5 of the Kansas Constitution. This bill does not address other required publications and notices. This bill also does not address the issue of selecting the official city newspaper. For information on selecting the official city newspaper, see K.S.A. 12-1651 (cities of the 2nd and 3rd class) and K.S.A. 64-101 (cities of the 1st class).

2) Alternative Process. The process spelled out in HB 2166 is an alternative to full publication designed to save publication costs. Cities may choose to continue publishing ordinances in their entirety if they so choose.

3) Summary Required. A summary of the ordinance must be published. The summary must identify that it is a "summary." The summary must be certified by the city attorney that it is legally accurate and sufficient. And the summary must contain the city's official website address where a reproduction of the original ordinance is available for a minimum of one week. If the ordinance is subject to petition, the summary must contain a statement to that effect. The idea is to publish a brief summary with the "peanut" of the bill and directions as to how an individual would get a copy of the entire ordinance. An example follows:

Ordinance No. 352 Summary

On June 20, 2012, the City of Happy Valley, Kansas, adopted Ordinance No. 352, amending Ordinance No. 241, in order to increase dog registration fees from \$5 to \$10. A complete copy of this ordinance is available at www.HappyValley.gov or at city hall, 300 SW Main St. This summary certified by Joe Smith, City Attorney.

4) Online Publication. The original ordinance must appear on the city's website for at least one week. We recommend that cities simply scan in the original copy of the ordinance and put it on their website. We also recommend a button on the front of the website that says "newly adopted ordinances" in order to make it easy for individuals to find the ordinance.

5) Copies. Complete copies of ordinances adopted under this process must be provided free of charge.