

**CITY OF BURIEN
AGENDA BILL**

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| Agenda Subject: Motion to Adopt Resolution No. 302, Approving the Fee Schedule for Public Records Requests | | Meeting Date: October 5, 2009 |
| Department: City Manager | Attachments: <u>Proposed Resolution No. 302</u> | Fund Source: N/A Activity Cost: N/A Amount Budgeted: N/A Unencumbered Budget Authority: N/A |
| Contact: Monica Lusk, City Clerk | | |
| Telephone: (206) 248-5517 | | |
| Adopted Initiative: Yes No <input checked="" type="checkbox"/> | Initiative Description: | |
| <p>PURPOSE/REQUIRED ACTION: The purpose of this agenda item is for Council to consider Resolution No. 302, approving the fee schedule for public records requests.</p> <p>BACKGROUND (Include prior Council action & discussion):</p> <p>The City is dedicated to open government and compliance with the requirements of the State Public Records Act to make records open and accessible to the public. The Act authorizes cities to recoup the costs of providing copies of public records (15¢ per page, conversion of paper to pdf, postage, and the costs of supplies).</p> <p>At the September 28 Meeting, Council discussed the proposed resolution and requested that it be placed on the October 5 Consent Agenda to approval.</p> <p>OPTIONS (Including fiscal impacts): N/A</p> | | |
| Administrative Recommendation: Adopt Resolution No. 302, approving the fee schedule for public records requests. | | |
| Committee Recommendation: N/A | | |
| Advisory Board Recommendation: N/A | | |
| Suggested Motion: Motion to Approve the Consent Agenda adopts Resolution No. 302. | | |
| Submitted by: <u>Monica Lusk</u> Administration | <u>Mike Martin</u> City Manager | |
| Today's Date: September 30, 2009 | File Code: R:/CC/AgendaBill2009/100509cm-1 fees publ recds reqs | |

CITY OF BURIEN, WASHINGTON

RESOLUTION NO. 302

**A RESOLUTION OF THE CITY OF BURIEN, WASHINGTON,
APPROVING THE FEE SCHEDULE FOR PUBLIC RECORDS
REQUESTS.**

WHEREAS, the City of Burien is dedicated to open government and compliance with the requirements of the State Public Records Act to make public records open and accessible to the public; and

WHEREAS, the Public Records Act authorizes cities to recoup the costs of preparing copies of public records in response to request for public records; and

WHEREAS, the City desires to adopt a fee schedule that will apply to public records requests;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Adoption of Fee Schedule. The City of Burien hereby adopts the public records fee schedule attached hereto as Exhibit "A".

Section 2. Effective Date. This resolution shall take effect immediately upon passage by the Burien City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, AT A REGULAR MEETING THEREOF THIS ___ DAY OF _____, 2009.

CITY OF BURIEN

Joan McGilton, Mayor

ATTEST/AUTHENTICATED:

Monica Lusk, City Clerk

Approved as to form:

Christopher Bacha, Interim, City Attorney
Kenyon Disend, PLLC

Filed with the City Clerk: September 17, 2009
Passed by the City Council:
Resolution No. 302

EXHIBIT A

Fee Schedule for Public Records Requests Fees

Effective October 5, 2009

| PUBLIC RECORDS REQUESTS FEE SCHEDULE | |
|---|--------------------------------------|
| Item | Fees |
| CD / DVD | \$2.00 |
| Certified Copy | \$5.00 |
| Conversion of Paper to Electronic Format | \$.15 / page (after first 10 pages) |
| Copies (Black and White) | After first 10 pages |
| • 8 ½ x 11 | \$.15 / page |
| • 8 ½ x 14 | \$.15 / page |
| • 11 x 17 | \$.20 / page |
| • Large Format | Vendor Invoice |
| Copies (Color) | After first 10 pages |
| • 8 ½ x 11 | \$.20 / page |
| • 8 ½ x 14 | \$.20 / page |
| • 11 x 17 | \$.35 / page |
| • Large Format | Vendor Invoice |
| Postage | Actual Rate |

