

**CITY OF BURIEN  
AGENDA BILL**

<b>Agenda Subject:</b> Discussion on Proposed Resolution No. 302, Approving the Fee Schedule for Public Records Requests	<b>Meeting Date:</b> September 28, 2009
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<b>Department:</b> City Manager	<b>Attachments:</b> <u>Proposed Resolution</u> No. 302	<b>Fund Source:</b> N/A <b>Activity Cost:</b> N/A <b>Amount Budgeted:</b> N/A <b>Unencumbered Budget Authority:</b> N/A
<b>Contact:</b> Monica Lusk, City Clerk		
<b>Telephone:</b> (206) 248-5517		

<b>Adopted Initiative:</b> Yes    No <input checked="" type="checkbox"/>	<b>Initiative Description:</b>
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**PURPOSE/REQUIRED ACTION:** The purpose of this agenda item is for Council to discuss proposed Resolution No. 302, approving the fee schedule for public records requests.

**BACKGROUND (Include prior Council action & discussion):** 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. The fee schedule below shows the fees currently being charged and those being proposed. So far this year, staff has spent 84 hours processing 92 requests of which half were submitted through the City's website.

PUBLIC RECORDS REQUESTS FEE SCHEDULE		
ITEM	CURRENT FEE	PROPOSED FEE
CD / DVD	\$2.00	\$2.00
Certified Copy	-0-	\$5.00
Conversion of Paper to Electronic Format	-0-	\$ .15 / page (after first 10 pages)
Copies (Black and White)	After first 10 pages:	After first 10 pages:
• 8 ½ x 11	\$ .15 / page	\$ .15 / page
• 8 ½ x 14	\$ .15/ page	\$ .15 / page
• 11 x 17	\$ .15/ page	\$ .20 / page
• Large Format	Vendor Invoice	Vendor Invoice
Copies (Color)		
• 8 ½ x 11	Vendor Invoice	\$ .20
• 8 ½ x 14	Vendor Invoice	\$ .20
• 11 x 17	Vendor Invoice	\$ .35
• Large Format	Vendor Invoice	Vendor Invoice
Postage	Actual Rate	Actual Rate

**OPTIONS (Including fiscal impacts):**  
N/A

**Administrative Recommendation:** Hold discussion and consider placing proposed Resolution No. 302 on the October 5, 2009, Consent Agenda for approval.

**Committee Recommendation:** N/A

**Advisory Board Recommendation:** N/A

**Suggested Motion:** None required.

Submitted by: Monica Lusk

Administration

Mike Martin

City Manager

**Today's Date:** September 17, 2009

**File Code:** R:/CC/AgendaBill2009/092809cm-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:



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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

<b>PUBLIC RECORDS REQUESTS FEE SCHEDULE</b>	
Item	Fees
CD / DVD	\$2.00
Certified Copy	\$5.00
Conversion of Paper to Electronic Format	\$ .15 / page (after first 10 pages)
<b>Copies (Black and White)</b>	After first 10 pages
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