

RESOLUTION NO. R11-11 (2-15-11)

**A RESOLUTION ADOPTING A GRAMA
FEES POLICY FOR THE CITY OF
SARATOGA SPRINGS AND
ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City recognizes that the public has a right of access to information concerning the conduct of the public's business, and

WHEREAS, the City recognizes that it is in the public's interest to properly manage requests for information and charge reasonable fees for requests.

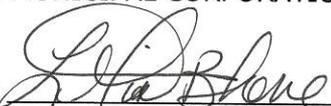
NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SARATOGA SPRINGS, UTAH, THAT:

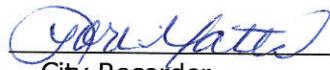
1. The GRAMA Fees Policy attached as Exhibit "A" be adopted.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage.

Passed this 15th day of February, 2011.

CITY OF SARATOGA SPRINGS
A UTAH MUNICIPAL CORPORATION

Signed: 
Mia B. Love, Mayor

Attest: 
City Recorder

2/15/11
Date



Exhibit A

GRAMA FEES POLICY

The City of Saratoga Springs (the "City") may deny access to records when permitted by the Government Records Access and Management Act ("GRAMA") to do so. When providing a copy of a record to any person or entity, the City may charge reasonable fees to cover the City's actual cost of providing the record. This policy does not alter, repeal, or reduce fees established by statutes or legislative acts.

The City may charge \$.10 per page for a black and white copy of any record that is provided in response to a request when the record does not contain redacted information. The City may charge \$.20 per page for a black and white copy of any record when the record contains redacted information. Though the City may not be required to produce color copies of any record, the City may reply to an express request for color copies of a color document and may charge \$.75 per page for color copies that do not contain redacted information. The City may charge \$1.50 per page for color copies of any page that contains redacted information.

The City may fulfill a record request without charge and is encouraged to do so when:

- (1) it determines that releasing the record primarily benefits the public rather than a person or entity;
- (2) the individual requesting the record is the subject of the record or is an individual specified in Utah Code Annotated Section 63G-2-202(1) or (2); or
- (3) the requester's legal rights are directly implicated by the information in the record, and the requester is impecunious.

The City shall not charge a fee for inspecting a record in the form that it is normally kept by the City. The City shall not charge a fee for reviewing a record to determine whether it is subject to disclosure, except the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request.

When, as a result of a record request, the City compiles a record in a form other than that normally maintained by the City, the City may charge for actual costs that include:

- (a) the per page charges set forth above;
- (b) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;
- (c) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and
- (d) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs as set forth in (b) and (c) immediately above.

The hourly charge for (b), (c), and d) above may not exceed the salary of the lowest paid employee who, in the discretion of the City Manager, has the necessary skill and training to perform the request. Notwithstanding any other provision of this policy, no charge shall be made for the first quarter hour of staff time.

A person who believes that there has been an unreasonable denial of a fee waiver by the City may appeal the denial in the same manner as a person appeals when inspection of a public record is denied under Utah Code Annotated Section 63G-2-205.

The City may require payment of past fees and future estimated fees before beginning to process a request if (a) fees are expected to exceed \$50; or (b) the requester has not paid fees from previous requests. Any prepaid amount in excess of fees due shall be returned to the requester.