

RESOLUTION NO. R-25-018a

**A RESOLUTION OF THE CITY OF BRENHAM, TEXAS ADOPTING A
FEE SCHEDULE FOR THE COST OF COPIES AND ACCESS TO THE
CITY OF BRENHAM'S RECORDS UNDER THE TEXAS PUBLIC
INFORMATION ACT**

WHEREAS, Chapter 552 of the Texas Government Code ("Public Information Act"), allows citizens to access records held by the City of Brenham; and

WHEREAS, The Public Information Act allows the Texas Attorney General to establish costs for production of such records; and

WHEREAS, the costs established by the Texas Attorney General are codified in Texas Administrative Code Sections 70.1 through 70.13,

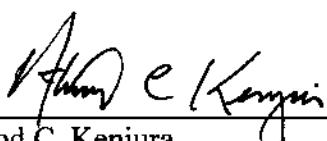
**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF BRENHAM TEXAS AS FOLLOWS:**

The City Council hereby adopts the Public Information costs established by the Texas Attorney General, and as they may be amended in the future, attached hereto as Exhibit A.

PASSED and APPROVED on the 26th day of June 2025.

ATTEST:




Atwood C. Kenjura
Mayor


Jean Bellinger, TRMC, CMC
City Secretary

EXHIBIT A

Cost of Copies & Access

The charges for public information are set by the Texas Attorney General's Office. See Texas Administrative Code Sections 70.1 – 70.13 for details.

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| Accident Reports | \$6.00 each |
| Standard Paper Copy: 8.5" x 11" | \$0.10 per page |
| Non-Standard or Digital Copies | |
| a) CD-R or CD-RW | \$1.00 each |
| b) DVD-R | \$3.00 each |
| c) 11" x 17 " Paper copies | \$0.50 per page |
| d) 16 or 32 GB USB Drive | Actual Cost |
| e) All other media (mylar, blueprint, data cartridge, cassette, etc.) | Actual Cost |
| Personnel Charge | |
| a) Programming Personnel | \$28.50 per hour |
| b) Other Personnel | \$15.00 per hour |
| c) Personnel charges in excess of 36 hours for the same requestor in any single fiscal year | Actual hourly cost of labor. Rate is calculated using salary plus benefits of the employee(s) fulfilling the request |
| d) Overhead Charge | 20% of personnel charge |

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|---|---|
| Remote Document Retrieval Charge | Actual Cost |
| Miscellaneous Supplies | Actual Cost |
| Postage and Shipping | Actual Cost (no charge for email delivery) |
| Fax Charge (if records must be printed in order to fax) | \$0.10 per page |
| Dash Camera and In-Car Camera Video | \$15.00 per hour which includes the actual time to locate, compile, and redact video |
| Body Worn Camera Video | \$10.00 per recording. An additional fee of \$1.00 per full minute of body worn camera video or auto applies if <u>identical</u> information has not already been obtained by a member of the public in response to a request for that information. |
| All other allowed costs necessary to produce requested information | Actual Cost |

Note: Payment is due at the time records are produced. If estimated costs exceed \$40.00, you will receive a formal written estimate. If estimated costs exceed \$100, the City may require a bond, prepayment, or deposit before beginning work.

Fee waivers will be considered for good cause. Please request the waiver at the time of your records request. Decisions will be made by the City Secretary on a case-by-case basis.

Please contact the City Secretary's Office for any questions about costs, at 979-337-7567, or jbellinger@cityofbrenham.org. Questions and complaints can also be directed to the Office of the Texas Attorney General's Open Government Hotline, 877-OPEN-TEX (673-6839).