

ORDINANCE O-4692

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE PUBLIC RECORDS PERFORMANCE REPORT.

1 WHEREAS, the City Council receives public disclosure semi-  
2 annual performance reports from staff; and

3  
4 WHEREAS, the reporting period of July 1 to December 31 is  
5 presently required to be reported on no later than January 31 each year,  
6 and the reporting period of January 1 to June 30 is presently required  
7 to be reported on no later than July 31 each year; and

8  
9 WHEREAS, staff would benefit from additional report preparation  
10 time between the close of the reporting period and the meeting packet  
11 due date; and

12  
13 WHEREAS, staff recommends the report for the period of July 1  
14 to December 31 be extended to February, and the report for the period  
15 of January 1 to June 30 be extended to August.

16  
17 NOW, THEREFORE, the City Council of the City of Kirkland do  
18 ordain as follows:

19  
20 Section 1. Kirkland Municipal Code Section 3.15.120 is amended  
21 to read as follows:

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23 **3.15.120 Public records performance report.**

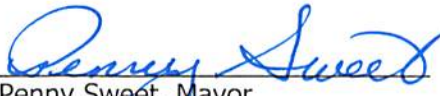
24 No later than ~~July 31st~~ August 31<sup>st</sup> and ~~January 31st~~ the last day of  
25 February of each year, the city clerk will submit to the city council a  
26 report on the city's performance in responding to public records requests  
27 during the preceding six months. The report shall include, at a  
28 minimum:

- 29 (1) Open records requests (queue) at beginning of period;  
30 (2) Number of records requests received in the period by  
31 category;  
32 (3) Number of records requests closed in the period by category;  
33 and  
34 (4) Open records requests (queue) at end of period.

35  
36 Section 2. This ordinance shall be in force and effect five days  
37 from and after its passage by the Kirkland City Council and publication,  
38 as required by law.

39  
40 Passed by majority vote of the Kirkland City Council in open  
41 meeting this 16th day of July, 2019.

42 Signed in authentication thereof this 16th day of July, 2019.

  
Penny Sweet, Mayor

Attest:

Publication Date: July 22, 2019

  
Kathi Anderson, City Clerk

Approved as to Form:

  
Kevin Raymond, City Attorney