

PUBLIC RECORDS FEES

Fees for Public Records. To cover costs of responding to public records requests, the following fee schedule is adopted by the City:

<u>FEES APPLICABLE FOR ALL CITY DEPARTMENTS</u>	
Research Fees	
Up to 10 minutes – Copy costs only	
10 minutes and over – Employee Time and Copy Costs (Employee hourly rate to be determined by Finance)	
Copies per page	
25¢	8.5 x 11 or 8.5 x 14 black & white
50¢	11 x 17 black & white
50¢	8.5 x 11 color
\$1.00	11 x 17 color
Electronic Formats	
\$5.00	each DVD/CD (if picked up)
\$10.00	each DVD/CD (if mailed)
Notarization of Non-City documents	
\$5.00	Acknowledgement and all notarial acts except the fee listed below
\$1.00	Administering an oath or affirmation without a signature

OTHER DOCUMENTS	
ADMINISTRATION/FINANCE	
Audit	\$ 50.00
Budget	55.00
City Code (unbound)	50.00
Revisions - 25¢ per page	
Periodic Update Service (depends on extent of update)	10.00 – 40.00
AIRPORT	
Master Plan	\$ 30.00
Revisions - 25¢ per page	
COMMUNITY DEVELOPMENT DEPARTMENT	
Community Development Ordinance (unbound)	\$ 25.00
Revisions - 25¢ per page	
Comprehensive Plan (unbound)	25.00
Revisions - 25¢ per page	
Parks & Recreation -Open Space Master Plan	25.00
Staff Report (based on 8 ½ x 11 pages)	5.00
Plus Legal (8 ½ x 14) or Ledger (11 x 17) - 25¢ per page	
Transportation System Plan (unbound)	35.00
POLICE	
Police report	10.00
No report – pictures only (digital, Audio, Video/Compact Disk)	10.00
VHS tape	20.00
PUBLIC WORKS	
Administration - Master Plans for Wastewater and Water – contact Department for current fees	
Engineering	
Assessors Map	\$ 3.00
18 x 24 document	3.50
24 x 36 document	4.00
36 x 42 document	5.00
Maps larger than 36 x 42	6.50
Water	
Backflow prevention fee	\$ 50.00
Wastewater – contact Department for fees	