

EXHIBIT 1 – OPEN RECORDS POLICY

FEE SCHEDULE (Effective December 14, 2010)

Standard and General copies & printouts:

8 ½ x 11 (standard page–black & white/single-sided)	\$0.25 per page
8 ½ x 11 (color/single-sided)	\$1.00 per page
8 ½ x 14 (black & white/single-sided)	\$0.50 per page
8 ½ x 14 (color/single-sided)	\$1.25 per page
11 x 17 (black & white/single-sided)	\$1.00 per page
11 x 17 (color/single-sided)	\$2.00 per page
Duplicate audio tapes	\$5.00 per 90 minute tape + labor charges
Electronic disks	\$5.00 per disk (CD or “floppy”) + labor charges
Video Tape duplication	Per Gov’t Television Goals & Policies

- Copy/Printout charges may vary for records that require preparation, retrieval, research, or special handling efforts involving staff time of 15 minutes or more. A cost estimate, based upon an average of \$25.00 per hour (\$6.25/15-minute increment), shall be provided to the customer for approval prior to providing the services requested.
- Charges for GIS documents, large format copies and printouts, and use of the plotter are charged at other costs. Please see large format cost breakdown below.
- *Sales tax, at the rate of 6.4%, must be charged and collected for all copies. (Sales tax is not charged on labor charges.)*
- Fees may, but not necessarily will, be waived when copies are to be used by a public agency, a nonprofit organization, the media, or for academic research. Such waiver must be authorized by the City Clerk or City Administrator.
- Fees may be waived when the provision of a copy to a customer directly relates to a pending request or application being filed by that customer for which an application fee is paid.
- Charges estimated to exceed \$10.00 shall be pre-paid prior to processing the Records Request.
- In instances where copy charges are NOT prepaid, additional requests for records will not be processed until delivery is accepted and payment made for the original request.
- Nothing in this policy restricts each department from developing and reproducing documents to better inform, notify, or instruct members of the public on items that are within the scope of work of that department.

Large format copies & printouts (incl. Plotter use charges)

Typically, these charges will apply to copies and print-outs obtained from the Engineering Department, including the GIS Division. Charges listed below are for the copy/printout and the labor to produce the copy ONLY. These charges are in addition to any labor charges incurred to compile the map/drawing specifically requested by the customer. Labor charges are based upon Engineering time at the rate of \$36/hour average.

BLACK & WHITE (Cost per page)							
SIZE	IN	IN	SF	Plot Cost	Tax (6.4%)	Labor	Total Charge
ANSI A	8.5	11	0.65	\$1.00	\$0.06	\$9.00	\$10.06
ANSI B	11	17	1.30	\$1.00	\$0.06	\$9.00	\$10.06
ANSI C	17	22	2.60	\$2.00	\$0.13	\$9.00	\$11.13
ANSI D	22	34	5.19	\$5.00	\$0.32	\$9.00	\$14.32
ANSI E	34	44	10.39	\$9.00	\$0.58	\$9.00	\$18.58
ARCH C	18	24	3.00	\$3.00	\$0.19	\$9.00	\$12.19
ARCH D	24	36	6.00	\$5.00	\$0.32	\$9.00	\$14.32
ARCH E	36	48	12.00	\$11.00	\$0.70	\$9.00	\$20.70

COLOR LINE (Cost per page)							
SIZE	IN	IN	SF	Plot Cost	Tax (6.4%)	Labor	Total Charge
ANSI A	8.5	11	0.65	\$1.00	\$0.06	\$9.00	\$10.06
ANSI B	11	17	1.30	\$1.00	\$0.06	\$9.00	\$10.06
ANSI C	17	22	2.60	\$3.00	\$0.19	\$9.00	\$12.19
ANSI D	22	34	5.19	\$5.00	\$0.32	\$9.00	\$14.32
ANSI E	34	44	10.39	\$10.00	\$0.64	\$9.00	\$19.64
ARCH C	18	24	3.00	\$3.00	\$0.19	\$9.00	\$12.19
ARCH D	24	36	6.00	\$6.00	\$0.38	\$9.00	\$15.38
ARCH E	36	48	12.00	\$12.00	\$0.77	\$9.00	\$21.77

COLOR SHADE (Cost per page)							
SIZE	IN	IN	SF	Plot Cost	Tax (6.4%)	Labor	Total Charge
Zoning Map	38	36	9.50	\$10.00	\$0.64	\$9.00	\$19.64
ANSI A	8.5	11	0.65	\$1.00	\$0.06	\$9.00	\$10.06
ANSI B	11	17	1.30	\$2.00	\$0.13	\$9.00	\$11.13
ANSI C	17	22	2.60	\$3.00	\$0.19	\$9.00	\$12.19
ANSI D	22	34	5.19	\$6.00	\$0.38	\$9.00	\$15.38
ANSI E	34	44	10.39	\$13.00	\$0.83	\$9.00	\$22.83
ARCH C	18	24	3.00	\$4.00	\$0.26	\$9.00	\$13.26
ARCH D	24	36	6.00	\$7.00	\$0.45	\$9.00	\$16.45
ARCH E	36	48	12.00	\$15.00	\$0.96	\$9.00	\$24.96