

**City of Coffman Cove
Resolution 10-11**

**A RESOLUTION IN SUPPORT OF AMENDING OUR CURRENT RATE SCALE FOR
THE COST OF RECORDS REQUESTS, COPIES, LAMINATIONS, COPIES OF
AUDIO RECORDINGS AND LABOR.**

WHEREAS, rates for all City Enterprises shall be reviewed periodically in order to ensure adequate revenue to maintain a current or improved service level; and

WHEREAS, the personnel hours to fulfill records requests, making copies or laminating documents can take time away from the regular City Clerk duties; and

WHEREAS, there is also the cost of reproducing the records such as paper, ink and lamination materials; and

WHEREAS, the City Clerk or office staff will no longer provide copies of our Municipal Code as it available on our website; and

WHEREAS, the following rates shall apply to all records request; \$0.15 per black and white copy; \$0.50 per color copy; \$2.00 per laminated page; \$0.25 per black and white copy on colored paper; \$1.25 per colored copy on colored paper; and \$25 per hour for labor for any time spent over four hours in one business week.

NOW THEREFORE BE IT RESOLVED the Coffman Cove City Council approves the rate scale as stated above.