

**City of Coffman Cove
Resolution 12-15**

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

WHEREAS, rates for all City Enterprises shall be reviewed annually. 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 following rates shall apply to all records requests, \$1 per incoming fax, \$2.50 per first page of outgoing fax, \$.50 per outgoing page after, \$1 per page per black and white copy, \$1.25 per page per color copy, \$2 per laminated page, and \$25 per hour for labor, for any time spent, over 5 hours in one month. Audio recordings will be \$20.00. They are not available after minutes from that meeting have been approved as per Coffman Cove Ordinance.....Time spent due to poor record keeping practices on the City's part will not be billed for.

NOW THEREFORE IT BE RESOLVED The Coffman Cove City Council approves the rate scale as stated above on this __23rd__ day of __February____ 2012.

ATTEST:

Carolyn Duncan, Mayor

Kassi Knock, City Clerk

