

**RESOLUTION NUMBER 11-011**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO  
ESTABLISHING A COPYING FEE SCHEDULE FOR PUBLIC RECORDS  
REQUESTS.**

WHEREAS, the Ketchum City Council has found that it is necessary to establish and update copying fees for reimbursement to the City of Ketchum for its costs of researching, copying and/or sending public records; and

WHEREAS, the copying fee schedule shall not exceed rates allowed in Idaho Code § 9-338(8)(a); and

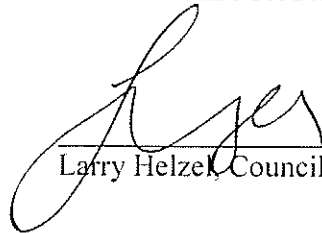
WHEREAS, the City of Ketchum has documents that are stored in a variety of forms, including but not limited to, electronic, tape, compact disc, paper, microfilm and blueprints which may be costly to be duplicated and which may need to be duplicated by consultants and/or specialty companies; and

WHEREAS, a lower copy fee for double-sided copies may encourage the public to request double-sided copies and lead to a reduction in paper usage.

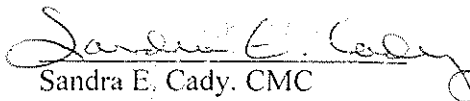
NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Ketchum, Idaho that the City Council hereby establishes a copying fee schedule for public records requests.

This Resolution will be in full force and effect upon its adoption this 21<sup>st</sup> day of March, 2011.

CITY OF KETCHUM, IDAHO

  
\_\_\_\_\_  
Larry Helzel, Council President

ATTEST:

  
\_\_\_\_\_  
Sandra E. Cady, CMC  
City Treasurer/Clerk

CITY OF KETCHUM, IDAHO  
COPYING FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS  
COSTS OF COPYING

Cost per copy (in-house)

<u>Black &amp; White</u>	<u>Color</u>
\$ .06/page: 8.5"x11" Single-sided	\$ .65/page: 8.5"x11"
\$ .06/page: 8.5"x14" Single-sided	\$ .65/page: 8.5"x14"
\$ .11/page: 8.5"x11" Double-sided	
\$ .11/page: 8.5"x14" Double-sided	
\$ .15/page: 11"x17" Single-sided	\$ .85/page: 11"x17"
\$ .29/page: 11"x17" Double-sided	

Cost for third party (out-of-house) copies for oversized materials which cannot be copied by the City of Ketchum:

24" X 36"	\$ 3.30/page
22" X 34"	\$ 3.00/page

Pursuant to Idaho Code § 9-338(8)(a), the Labor Rates referenced below will apply under the following conditions:

- If the request is more than one hundred (100) pages of paper records; or
- The request includes records from which nonpublic information must be deleted; or
- The actual labor associated with locating and copying documents for a request that exceeds two (2) person hours.

LABOR RATES

City Administrator	Current Salary divided by 2,080 hours per year
Department Head	Current Salary divided by 2,080 hours per year
Assistant or Associate	Current Salary divided by 2,080 hours per year
City Clerk	Current Salary divided by 2,080 hours per year
Network Consultant	Current Hourly Rate

OTHER CHARGES

For providing a duplicate of a computer tape, computer disk, microfilm or similar or analogous record system containing public record information, the City of Ketchum shall charge a fee uniform to all persons that does not exceed the sum of the following:

- The City of Ketchum's direct cost of copying the information in that form, including labor at hourly rates specified above, overhead at rate specified above and cost of materials;
- The standard cost, if any, for selling the same information in the form of a publication;
- The cost of consultant services to research and copy public records request.

Payment of the applicable charges shall be made prior to the commencement of research or copying based upon the City Clerk's estimated cost for meeting the public records request.