

RESOLUTION NUMBER 15-018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KETCHUM, IDAHO ESTABLISHING A FEE SCHEDULE AND CHARGES FOR ALL CITY DEPARTMENTS AND ESTABLISHING POLICIES FOR COLLECTING FEES

WHEREAS, the City incurs administrative costs in processing applications, enforcing codes, administering regulations, maintaining facilities, monitoring project development, engaging the public, reviewing proposals, providing support, and conducting required inspections; and

WHEREAS, the Ketchum Municipal Code authorizes the establishment and adoption of fees to cover the administrative costs of reviewing applications for any service provided by the City of Ketchum; and

WHEREAS, each department within the City of Ketchum organization has quantified the costs of processing and administering each application specific to that department;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the City Council of Ketchum, Idaho that the City Council hereby rescinds all existing fee schedules established and adopted prior to the date of this resolution in their entirety and establishes a comprehensive fee schedule for all city fees in the sections provided below in this resolution.

Section 1: Planning and Building Department Fees

TABLE 1-A BUILDING PERMIT AND PLAN CHECK FEES

TOTAL VALUATION ¹	FEE
\$1.00 to \$500.00	\$24.50
\$501.00 to \$2,000.00	\$24.50 for the first \$500.00 plus \$3.25 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$72.50 for the first \$2,000.00 plus \$14.50 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$409.50 for the first \$25,000.00 plus \$10.50 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$672.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1038.50 for the first \$100,000.00 plus \$5.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,379.25 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,861.00 for the first \$1,000,000.00 plus \$3.75 for each additional \$1,000.00, or fraction thereof
PLAN CHECK FEES	
Plan Check Fee:65% of Permit Fee
P&Z Plan Check Fee:	70% of Plan Check Fee
Fire Department Plan Check Fee:	Same as P&Z Plan Check Fee
OTHER INSPECTIONS AND FEES:	
1. Inspections outside of normal business hours (minimum charge--two hours)	\$60 per hour ²
2. Re-inspection fees assessed under provisions of Section 109.7	\$60 per hour ²
3. Inspections for which no fee is specifically indicated (minimum charge--one-half hour)	\$60 per hour ²
4. Additional and partial inspections above the minimum required by the building codes may be charged. (minimum charge—one hour)	\$60 per hour ²
5. Additional plan review required by changes, additions or revisions to plans (minimum charge--one-half hour)	\$60 per hour ²
6. Additional costs incurred by the City for security agreements and other similar processes (minimum charge)	\$100 ²
7. For use of outside consultants for plan checking and inspections, or both	Actual costs ³
8. Penalty for commencement of work without a building permit (in addition to stop work order and violation fees allowed for in Ketchum Municipal Code, Section 15.04.030)	\$1,000
9. Deferred submittals, per each submittal25% of Plan review fee
10. Temporary Certificate of Occupancy (non-refundable)	\$1,000
11. Alternative Energy System Installation	\$100 ⁴
NOTES TO TABLE 1-A	
¹ Building permit valuation shall include the total value of the work for which a permit is being issued, including materials and labor. The building official may require documentation of the building permit valuation as necessary to ensure correct valuation of the project.	
² Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
³ Actual costs include administrative and overhead costs.	
⁴ Fee covers one inspection. Additional inspections shall be charged at the rate identified in Other Inspections and Fees #4.	

BUILDING PERMIT AND REVIEW FEE POLICIES

Plan Review Fees. When submittal documents are required by the International Building Code, Section 105 and the International Residential Code, Section 105, a plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be sixty-five (65) percent of the building permit fee as shown in Table 1-A.

The plan review fees specified are separate fees from the permit fees specified in the International Building Code, Section 109.2 and the International Residential Code, Section 108.2 and are in addition to the permit fees.

Fees for re-roofs. A full building permit fee and a ten (10) percent plan check fee shall be required for all re-roofing. No Fire Department plan check fee and no Planning Department plan check fee shall be required for re-roofing. However when a re-roof of other than a one- or two-family dwelling includes new structural elements that change the roof, including but not limited to the addition of cold roof sleepers, a full permit shall be required and all plan check fees shall be assessed.

Fees for repairs. Repairs of all elements for which a building permit is not specifically excluded shall require a permit. Fees for repair work shall be the full building permit fee based on the cost of the repair work and a ten (10) percent plan check fee. No Fire Department plan check fee and no Planning Department plan check fee shall be required for repairs.

Planning Department Review, Inspection and Fees. Planning Department approval shall be obtained prior to obtaining a building permit. Planning Department fee for plan check for building construction shall be seventy (70) percent of the Building Department plan review fee and shall be assessed and collected by the Building Department at the time of application for a permit.

Fire Department Review. Fire Department approval shall be obtained prior to obtaining a building permit. A plan check fee for the Fire Department review shall be in accordance with the Fire Department fee schedule as enacted by separate resolutions and ordinances but shall be assessed and collected by the Building Department at the time of application for a permit.

Incomplete construction documents. When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items as defined in the International Building Code, Section 107 and the International Residential Code, Section 106, an additional plan review fee shall be charged at the rate shown in Table 1-A.

Payment of Fees. On application for a permit applicant shall pay one hundred (100) percent of all permit and plan check fees and all other fees, including impact fees.

Penalty for Commencement of Work without a Building Permit. This penalty shall be assessed in in addition to stop work order and violation fees allowed for in Ketchum Municipal Code, Section 15.04.030.

Commencement of Work is defined as, "Any excavation including the removal of top soil or any removal of trees or brush preparatory to excavation shall be defined as the commencement of work authorized by a permit."

Temporary Certificate of Occupancy. A Temporary Certificate of Occupancy shall be issued in rare circumstances and only for projects that meet all life safety and structural requirements as dictated by the family of international building codes, as applicable to the project. A Temporary Certificate of Occupancy shall be valid for no more than fourteen (14) days from the date of issuance, at which time the project must obtain a permanent Certificate of Occupancy or pay the fee for an additional Temporary Certificate of Occupancy.

Security Agreements. A security agreement, in the amount of one hundred fifty (150) percent of the value of the work in question, may be required prior to final building inspection in the event that said work cannot be completed due to temporary circumstances, such as cold temperatures and/or frozen ground. Granting of a

security agreement is at the discretion of the City Council. A letter of credit may satisfy the requirement for a security agreement

Fee Refunds. The Building Official may authorize refunding of any fee paid hereunder which was erroneously paid or collected.

The Building Official is authorized to establish a refund policy but shall not authorize the refunding of more than eighty (80) percent of the permit fees or the various plan review fees. The applicant for a building permit must request a refund in writing on or before the one year anniversary of the date the application for a permit was completed.

TABLE 1-B PLANNING & ZONING FEE SCHEDULE	
APPLICATION TYPE	FEE (\$)
DESIGN REVIEW	
Pre-application	\$1,100
Single Family Residential Design Review	\$1,400
Multi-Family Residential Design Review	\$1,800/first unit, \$350 each additional
Non-residential and Mixed Use Design Review	\$1,525 plus \$100 per 1,000 gross sq. ft.
Accessory Dwelling Unit Design Review	\$450
Minor Modification Design Review - Administrative	\$250
Hotel PreApplication	\$0.10/Sq Ft
Hotel Design Review (not phased)	\$0.32/Sq Ft
Hotel Phasing Design Review	2 Phase= 1: \$0.16/sq ft 2: \$0.16/sq ft 3 Phase= 1: \$0.11/sq ft 2: \$0.11/ft 3: \$0.10/ft
SUBDIVISION	
Land Subdivision: Preliminary Plat	\$1,300/lot
Condo/Townhouse Subdivision: Preliminary Plat	\$525/unit
Subdivision: Final Plat	\$375/lot or unit
PUD	\$4,300 first 4 units/lots, \$1500 each additional
Lot Line Shift	\$475 per lot
Vacation	\$1,615
FLOODPLAIN DEVELOPMENT PERMITS	
Emergency Stream bank Alteration Permit	\$250
Single Family Residential Floodplain Permit	\$1,400
Multi-Family Residential Floodplain Permit	\$1,800/first unit, \$350 each additional
Non-residential and Mixed Use Floodplain Permit	\$1,525 plus \$100 per 1,000 gross sq. ft.
Minor Project Floodplain Permit - Administrative	\$250
OTHER PERMITS	
Sign	\$125
Fence	\$50
Day Care facility and LI Conditional Uses	\$300
All other Conditional Uses	\$1,100
Variance	\$675
Appeals	\$2,175 (+ cost of transcript if required)+
Off-Site Vendor	\$525 (seasonal), 750 (annual)*
Grading	\$125
Hotel PUD	\$0.48/Sq Ft
CHANGES/AMENDMENTS/WCF'S	
Comprehensive Plan Change	\$1,925
Zoning Code Revision	\$1,925
Zone Change Request	\$1,925
WCF Master Plan/WCF Permit/Staff approval	\$525/\$525/\$225
Development Agreement Rezone	\$2,900, subject to development agreement
Development Agreement (non-rezone)	\$1,900, subject to development agreement
Residential Annexation	\$5,688 per unit, subject to annexation agreement
Commercial Annexation	\$12,655 per 1000 square feet, subject to annexation agreement
Parking in Lieu	\$38,500 per space
Amendment to Development Agreement	\$750

C. IMPACT FEES

TABLE 1-C.1 DEVELOPMENT IMPACT FEES				
	Fire	Parks	Police	Streets
Single Family	\$2,092	\$,1047	\$104	\$4,492
Multi Family/unit	\$1,616	\$809	\$80	\$3,471
Commercial	\$.454/sq	\$0	\$.022/sf	\$.968/sf

TABLE 1-C.2 WATER IMPACT FEES	
	Impact Fee
1" Standard Meter	\$3,015
1.5" Standard Meter	\$6,783
1.5" Turbo Meter	\$6,783
2" Standard Meter	\$12,059
2" Turbo Meter	\$12,059
2" Compound Meter	\$12,059
3" Standard Meter	\$27,133
4" Standard Meter	\$48,236

TABLE 1-C.3 SEWER IMPACT FEES	
	Equivalent Connection Unit
Single Family	\$3,205
Studio, Condo, Duplex	\$1,602
1 Bed Studio, Condo, Duplex	\$2,403
2 Bed Studio, Condo, Duplex	\$3,205
3 Bed Studio, Condo, Duplex	\$4,006
Hotel Room	\$1,602
Bar or Restaurant	\$8.01/sf
Office, Retail, Lt. Ind.	\$1.60/sf
Warehouse	\$.27/sf

Section 2: Fire Department Fees

TABLE 2-A CITY OF KETCHUM FIRE DEPARTMENT FEE SCHEDULE	
<u>Permits Required Under the 2012 International Fire Code Section 105</u>	
a.1.	Automatic fire alarm system. Plan checks, inspections and acceptance testing of required fire alarm systems. Permit Plan Check Fee: \$40.00 per hour Inspections and Testing Fee: \$40.00 per hour
a.2.	Automatic fire sprinkler system. Plan checks, inspections and acceptance testing of required fire sprinkler systems. Permit Plan Check Fee: \$75.00 per riser plus \$.50 per head Inspections and Testing Fee: \$40.00 per hour
c.1	Carnivals and Fairs. An operational permit is required to conduct a carnival or fair. Permit Fee \$50.00
c.2.	Compressed gases. An operational permit is required for the storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed in Table 105.6.8. Exception: Vehicles equipped for and using compressed gas as a fuel for propelling the vehicle. Permit Fee \$50.00
c.3.	Consultants Fees. Fees for use of outside consultants for plan checking and inspections, or both. Fee: Actual Costs Charged by Consultants per Project Review
c.4.	Cryogenic fluids. An operational permit is required to produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.10. Exception: Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading. Permit Fee: \$50.00
e.1.	Emergency responder radio coverage system. A construction permit is required to install or modify an emergency responder radio coverage system and related equipment. Permit Fee: \$100.00
e.2.	Explosives or blasting agents. An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives or explosive materials. Permit Fee: \$100.00
f. 1.	Fire clearance permits. Fire clearance permits issued by the fire department for uses such as Nursery Schools, Day Care Centers and Foster Homes. Permit Fee: \$25.00
f.2.	Flammable or combustible liquids. An operational permit is required per Section 105.6.16. Permit Fee: \$100.00
h.1.	Hazardous Materials. An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20. Permit Fee: \$100.00

<p>h.2. Hood and duct. An operational permit is required for inspection and acceptance testing of hood and duct systems. Permit Fee: \$50.0</p>
<p>l.1. Liquefied petroleum gases. An operational permit is required for: Storage and use of LP-gas. Exception: A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3. Permit Fee: \$30.00</p>
<p>o.i. Oil or fuel tank removal. A construction permit is required:</p> <ol style="list-style-type: none"> 1. To repair or modify a pipeline for the transportation of flammable or combustible liquids. 2. To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used. 3. To install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank. <p>Permit Fee: \$100.00</p>
<p>o.2. Open burning. An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to. Exception: Recreational fires. Permit Fee: \$40.00</p>
<p>p.1. Plan check fees: Fee for initial plan check for building construction. Permit Fee: 70% of Department of Building Safety plan check fee. Fee for any additional checks of revised plans for building construction. Permit Fee: 70% of Department of Building Safety plan a cheek fee.</p>
<p>p.2. Pyrotechnical special effects material. An operational permit is required for use and handling of pyrotechnic special effects material. Permit Fee \$100.00</p>
<p>s.i. Solar photovoltaic power system. A construction permit is required to install or modify solar photovoltaic power systems. Permit Fee: \$50</p>
<p>s.2. Spraying or dipping. An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 24. Permit Fee: \$100.00</p>
<p>t.1. Tents, canopies and temporary membrane structures. An operational permit is required to operate an air-supported temporary membrane structure, canopy or tent having an area in excess of 400 square feet (37m). Exception: Tents used exclusively for recreational camping purposes and fabric canopies open on all sides, which comply with the items listed in Section 105.6.43 of the 2012 International Fire Code. Permit Fee: \$40.00</p>
<p>u.i. Use of apparatus. Use of fire department apparatus or personnel, one (1) hour minimum. Time is from station door to station door. Personnel: \$40.00 per hour Apparatus: \$125.00 per hour</p>

Section 3: Parks and Recreation Department Fees

Table 3A – Youth After School Program Fees (payment plans and scholarships available)

Full season (school year)	\$630.00
Per month	\$88.00
Per day	\$12.00
Out-of-school and extra activities	range is \$35.00-\$55.00; cost is activity dependent
Additional after school activities	\$36.00 rec member/\$68.00 non-member

Table 3B – Summer Youth Recreation Program (payment plans and scholarships available)

Full summer (ten weeks M-Th)	\$920.00
One session (five weeks M-Th)	\$460.00
Per day (drop-in)	\$36.00
Friday Adventures (requires individual registration)	Cost is activity dependent

Table 3E – Park Reservations - Ketchum Residents and 501c(3) non-profit organizations

½ day rate (up to 4 hours)	Full day rate (up to 8 hours)
100 people or fewer: \$55.00	100 people or fewer: \$110.00
101 people or more: \$110.00	101 people or more: \$215.00

Table 3F – Park Reservations – non-residents and commercial or private organizations*

½ day rate (up to 4 hours)	Full day rate (up to 8 hours)
100 people or fewer: \$80.00	100 people or fewer: \$140.00
101 people or more: \$140.00	101 people or more: \$275.00

*for private events not charging an admission or participation fee

Table 3G – Atkinson Park athletic fields, Recreation Center

Athletic fields and facilities	\$65 per two hours; additional fees may apply
Recreation Center	\$50 per hour plus \$150 security deposit

Table 3J – Organized Sports Leagues/Commercial Use Permit*

All public park areas	Fees are determined by staff according to current Park Reservations, athletic field, and Recreation Center fee schedules
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*Commercial uses when organizer charges an admission or participation fee

Table 3H – Special Events*

Category A – application fee	\$100.00
Category B – application fee	\$200.00
Category C – application fee	\$600.00
Facility Fee	\$100.00 per day
Music License Fee	\$10 per day
Amplified Sound Permit	Free with approved permit associated with a Special Event

*Additional departmental fees may apply and are assessed following the event

Table 3I – Film Permit*

Application Fee (waived for student projects)	\$200.00 per project
Motion: City Property including rights-of-way	\$400.00 per day
Still: City Property including rights-of-way	\$200.00 per day

* Additional departmental fees may apply and are assessed following the event

Table 3C – Memorials and donations

Benches, trees, tables, property, etc.	All memorials are cost-specific and determined by Department Director or designee
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Table 3D – Tree Services

Tree Removal Permit (allows contractor to remove a public tree upon outside request with permission)	\$50 per occurrence
Tree Permit (allows contractor to perform work on public trees with permission)	\$50 per fiscal year

PARKS & RECREATION DEPARTMENT FEE POLICIES

Liability Waiver and Insurance Requirements. Where applicable, all participants are required to sign a liability indemnification statement and provide proof of insurance.

Youth Program Photo Release. Parent or legal guardian of youth program participants are required to sign a photo release stating: Unless I decline in writing I also authorize the City of Ketchum, and/or parties designated by the City of Ketchum, to use my child’s photo for the reproduction in any manner the City of Ketchum desires, for advertising, display, audiovisual exhibition or editorial use.

Refunds. No cash refunds are given. Refunds and over payments will be credited to participants with a gift certificate for future program use. Gift certificates are valid for one (1) year from the date of issuance toward any Ketchum Parks & Recreation Department program or service. Gift certificates are non-transferable. This policy applies to all programs and services offered by the Parks & Recreation Department.

All other policies are determined by current Ordinance or Resolution language. Registration and/or approved permits are required for all activities listed above.

Section 4: Public Works Department Fees

TABLE 4-A STREET DIVISION FEES	
Banner Install/Remove	\$175
Right of Way Improvement/Encroachment Permit	\$50
Right of Way Use Permit	\$20

TABLE 4-B WATER DIVISION FEES	
Water Connection Fee – 1" Water Meter	\$ 451
Water Connection Fee – 1.5" R2 Water Meter	\$760
Water Connection Fee – 1.5" C2 Water Meter	\$1,156
Water Connection Fee – 2" R2 Water Meter	\$936
Water Connection Fee – 2" C2 Water Meter	\$1,635
Water Connection Fee – 3" Water Meter + up	Meter cost + \$40; check with Water Division for current meter costs
City water tap and corporation stop installation	In addition to connection fees above
1" tap	\$203
1 ½" tap	\$220
2" tap	\$247
Non-Standard Connection Fee	Time and material cost to city
Fire Line Permit Fee	\$241
Turn-On Fee	\$12.59
Turn-Off Fee	\$12.59
Water User Charges – Metered Users	
Base charge	\$10.44 per month (residential or commercial)
<u>Gallons Supplied</u>	Additional Charge per 1,000 gallons
1,000 – 8,000	\$0.83
8,001 – 65,000	\$1.66
65,001 – 120,000	\$3.33
>120,000	\$5.01
Water User Charges – Non-Metered Users	
<u>Residential Flat Rate</u>	
First five (5) cold water taps or less	\$18.00 per month/unit
Each additional cold water tap	\$1.67 per month/unit
Irrigation and sprinkling per each 1,000 square feet of lot area	\$0.62 per month/ unit
<u>Commercial Flat Rate</u>	
First five (5) cold water taps or less	\$27.63 per month/unit
Each additional cold water tap	\$2.30 per month/unit
Irrigation and sprinkling per each 1,000 square feet of lot area	\$0.62 per month/unit
Fire User Charge	
<u>Connection Size</u>	
2"	\$6.19 per month
4"	\$12.59 per month
6"	\$25.30 per month
8"	\$37.37 per month
10"	\$50.60 per month
12"	\$62.62 per month
Tank Truck Fill Fee	Fee determined by amount
Use of Fire Hydrant Charge	\$12.59 per day

TABLE 4-C WASTEWATER DIVISION FEES

Service Inspection Free		\$40
Sewer User Charges		
Service No.	Classification	Rate Per Month
11	Single family home	\$ 24.85
12	Multiple living unit	\$ 24.85
13	Motel / hotel (first unit)	\$ 24.85
15	Office building / 1,500 square feet	\$ 24.85
16	Retail sales / 3,000 square feet	\$ 24.85
17	Restaurant / cafe per seat with or without a trap	\$ 2.46
20	Retail food / 1,500 square feet	\$ 24.85
21	Barber shop / per chair	\$ 12.42
22	Beauty salon / per operator	\$ 24.85
26	Dry cleaners	\$ 49.69
27	Garage / mechanical per 1,500 square feet	\$ 49.69
28	Laundries	\$ 99.38
29	Bank	\$ 49.69
30	School / per 50 students	\$ 24.85
31	Swimming pool / private / 500 square feet	\$ 6.19
32	Beer, wine, liquor	\$ 49.69
33	Theater / per screen	\$ 49.69
35	Nursery school	\$ 49.69
36	Church	\$ 49.69
37	Lodge / private / 3,000 square feet	\$ 49.69
39	Dentist / doctor/ per medical doctor	\$ 26.75
40	Car wash with recycle	\$ 26.75
41	Hospital / per bed	\$ 4.96
42	Bowling alley / per lane	\$ 9.93
43	Car wash without recycle / per bay	\$ 49.69
44	Commercial / 3,000 square feet	\$ 24.85
45	Photo development lab	\$ 49.69
46	Gas station with public restrooms	\$ 49.69
47	Warehouse / 6,000 square feet	\$ 24.85
48	Swimming pool / public / 500 square feet	\$ 18.62
54	Motel / hotel unit without cooking	\$ 6.19
55	Motel hotel, with cooking	\$ 12.42
56	Senior family living home	\$ 12.42
Returned Check Charge		\$10

Section 5: Administrative/City Clerk Fees

TABLE 5-A ADMINISTRATIVE/CITY CLERK FEES		
Business License	Fee \$50.00	Late Fee Charge \$10.00 for business license application received after the deadline.
City Local Option Tax	No Fee - Tax Collected per Municipal Code Title 3, Chapter 12	After Due Date: Penalty - The greater of 5% of Tax Due or \$10.00 Plus 1% Interest Per Month on Tax Due
Copying Fee Schedule	Cost per copy (in-house) <u>Black & White</u> \$.06/page: 8.5"x11" Single-sided \$.06/page: 8.5"x14" Single-sided \$.11/page: 8.5"x11" Double-sided \$.11/page: 8.5"x14" Double-sided \$.15/page: 11"x17" Single-sided \$.29/page: 11"x17" Double-sided	<u>Color</u> \$.65/page: 8.5"x11" \$.65/page: 8.5"x14" \$.85/page: 11"x17"
	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: <ul style="list-style-type: none"> • 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 	
	<u>LABOR RATES</u> 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	
	<u>OTHER CHARGES</u> 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: <ul style="list-style-type: none"> • 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.	


This Resolution will be in full force and effect upon its adoption this twenty-fourth (24th) day of August, 2015.

CITY OF KETCHUM



Nina Lonas, Mayor

ATTEST:



Sandra E. Cady, CMC
City Treasurer/Clerk