

**CITY OF BAY CITY  
RESOLUTION NO. 15-07**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BAY CITY  
SETTING RATES FOR ALL FEES AND CHARGES RELATING TO  
COPYING, RESEARCH AND MISCELLANEOUS OFFICE FEES**

THE CITY OF BAY CITY RESOLVES AS FOLLOWS:

1. Fees and Charges. The City of Bay City establishes the following copying, research and office fees, for City business effective immediately, as follows:
  - A. Photocopying costs: \$ .15 per page, plus a charge of hourly staff time for copies over 25 pages. Color copies shall be \$.25 per page, plus a charge of hourly staff time for copies over 25 pages.
  - B. Facsimile costs: \$1.00 per page, sending or receiving.
  - C. Research costs: \$30.00 per hour per staff person for retrieving/finding non-readily available documents.
  - D. Scanning documents/Electronic sending. No charge for electronic transmission of documents. \$.15 per page for each page scanned, plus a charge of hourly staff time for scanned materials greater than 25 pages.
  - E. Tape/CD recordings of meetings. \$10.00 per tape or CD.
  - F. Digital recordings of meetings. \$5.00 per meeting.
  - G. Staff hourly charge. Staff time shall be charged at the rate of \$30.00 per hour.
  - H. Shipping/Postage fees. The actual cost of the postage plus 10% administrative charge.
  - I. Large production requests. Production and document requests which exceed 25 copies, may be commercially reproduced, in the sole discretion of the City Recorder. In such a case, the charge will be for the actual cost to the commercial entity plus a 10% administrative fee and any shipping costs, if applicable.
  - J. Unlisted fees. Services not listed shall be charged in an amount in line with the above charges, to be determined by the City Recorder.

2. Paid in Advance. All fees and charges shall be paid in advance of the sending or receipt of the documents. In the event that there is a request for records that requires research or retrieval time by staff, staff shall make an estimate of the time expected to be used in retrieving the records and in delivering them in the format request. All estimated charges shall be paid by any means accepted by the City in advance of any service being delivered.

3. Time of Production. The City staff will do its best to comply with requests for documents; however staff is working full-time on other City business and document/production requests may take significant time to find or to reproduce the documents. Existing City business has priority over document research and re-production.

PASSED AND ADOPTED this 9<sup>th</sup> day of June, 2015 and approved by the Mayor of the City of Bay City this 9<sup>th</sup> day of June, 2015.

CITY OF BAY CITY

  
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Shaena E. Peterson, Mayor

ATTEST:

  
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Linda S. Downey, City Recorder