

WHEN RECORDED MAIL TO:



CITY OF SAN L UIS  
P.O. BOX 1170  
SAN LUIS, ARIZONA  
ATTN: CITY CLERK

The above area is to be reserved for recording information

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**CAPTION HEADING:**

**Resolution No. 1195**

A Resolution of the Mayor and City Council of the City of San Luis, Arizona, adopting a public records request fee schedule.



# *Resolution*

NO. 1195

OFFICE OF THE  
MAYOR  
CITY OF SAN LUIS

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAN LUIS, ARIZONA, ADOPTING A PUBLIC RECORDS REQUEST FEE SCHEDULE.**

**WHEREAS**, The City of San Luis is authorized under A.R.S. §39-121.01 to establish the fees charged for the copying of public records, including a reasonable fee for the cost of time, equipment and personnel used in producing copies of records subject to public disclosure; and

**WHEREAS**, in accordance with A.R.S §9-499.15, a notice of proposed new or increased fees related to public records - "Public Records Request Fee Schedule" was posted on the City's website for at least sixty (60) days.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the City of San Luis, Arizona, as follows:

**SECTION 1.** The recitals above are hereby incorporated as if fully set forth herein.

**SECTION 2.** The fees for copying and producing public records in any prior resolution or ordinance are hereby superseded and repealed as of the effective date of the fees adopted by this resolution, all other current rates and charges adopted by prior resolution or ordinance remaining in full force and effect.

**SECTION 3.** The new City of San Luis fees for copying and producing public records are hereby adopted and shall be charged in accordance with the Public Records Request Fee Schedule, attached hereto as Exhibit A and incorporated herein by reference.

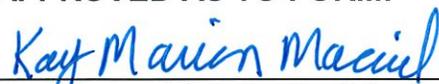
**SECTION 4.** The fees adopted by this resolution shall take effect as of July 29, 2017.

**SECTION 5.** The Mayor, the City Manager, the City Clerk and City Attorney are hereby authorized and directed to make all steps necessary to carry out the purpose and intent of this resolution.

**PASSED AND ADOPTED** by the Mayor and City Council of the City of San Luis,  
Arizona, this 14<sup>th</sup> day of June 2017.

  
\_\_\_\_\_  
Gerardo Sanchez, Mayor

**ATTEST:**  
  
\_\_\_\_\_  
Sonia Cornelio, City Clerk

**APPROVED AS TO FORM:**  
  
\_\_\_\_\_  
Kay Marion Macuil, City Attorney

## EXHIBIT A

### CITY OF SAN LUIS PUBLIC RECORDS REQUEST FEE SCHEDULE

The City of San Luis will provide a form for public records requests. While filling out this form is not required to make a public records request, providing the information requested by this form may be needed in order to fulfill a request. All requests must indicate whether for a commercial purpose or a non-commercial purpose. All requests are subject to the following fees:

**(1) Non-Commercial Purpose.** Except as set forth in sections (2)(C) and (2)(D) below, a person requesting public records for a non-commercial purpose shall be charged as follows:

**(A) MATERIALS.** The City may charge as follows for materials:

Minimum fee for hard copies - \$.50 per page for printed copies and for scanning documents for either email transmission or for DVD or CD copy.

**Cassettes, CDs, DVDs and videotapes** \$20.00 in addition to any of the above charges that might be applicable.

Charges for Planning & Zoning and GIS services and copies are attached as "Exhibit A-1"

If a special format is requested, such as oversized materials, color copies, etc., the actual costs, including personnel costs of providing the special format.

If mailing or shipping is requested, the actual cost of mailing or shipping.

For voluminous requests, staff will estimate the cost which will be paid in advance as a deposit until the actual charge is calculated for final payment.

**(B) EQUIPMENT AND PERSONNEL.** In addition to the fee for materials, after the first hour, the City may charge a fee of \$19.04 per hour to reimburse the City for the cost of equipment and personnel used in producing copies of the records or in converting the records into read-only electronic format, but not for the cost of searching for the records. Any production of copies that takes less than one hour shall be free of charge for the cost of equipment and personnel.

**(2) Commercial Purpose.** A person requesting public records for a commercial purpose, as defined in A.R.S. §39-121.03(D) as amended, shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the statement, the City Clerk may furnish reproductions as set forth under state law, the charge for which include the following:

**(A) COST.** A portion of the cost to the City for obtaining the original or copies of the documents, printouts or photographs.

**(B) MATERIALS.** A reasonable fee for the cost of materials in producing such reproduction, as set forth in subsection (1) (A) above.

**(C) EQUIPMENT AND PERSONNEL.** In addition to the fee for materials, the City may charge a fee of \$19.04 per hour to reimburse the City for the cost of equipment and personnel, used in producing copies of the records or in converting the records into read-only electronic format, but not for the cost of searching for the records.

**(D) VALUE.** The value of the reproduction on the commercial market as best determined by the City. A person requesting public records for a commercial purpose may be required to produce documents or information that would assist the City in determining the market value of the reproduction.

**EXHIBIT A-1**  
**CITY OF SAN LUIS**  
**PUBLIC RECORDS REQUEST FEE SCHEDULE**

**City of San Luis**  
**GIS, Publication, and Copying Fees**

<b>Documents</b>	
City Code- Zoning Regulations (paper)	\$30
General Plan (paper)	\$70
City Code- Subdivision Regulations (paper)	\$25
CD of any document	\$20
PZ Agenda Subscription (e-mail) (annual fee)	No charge
PZ Agenda Subscription (US mail) (annual fee)	\$5
<b>Maps</b>	
8.5 x 11 (color)	\$5
11 x 17 (color)	\$7
24 x 36 (color)	\$15
36 x 48 (color)	\$25
8.5 x 11 (color w/ aerial imaging)	\$7
11 x 17 (color w/ aerial imaging)	\$10
24 x 36 (color w/ aerial imaging)	\$20
36 x 48 (color w/ aerial imaging)	\$30
Zoning Atlas (CD)	\$20
General Plan (CD)	\$20
any map size not shown above	pricing is at discretion of GIS Division
<b>GIS Services</b>	
Custom map or graphic	\$50 per hour (1 hour minimum)